

To:

From:

Date:

Re: Proposed Memorandum of Understanding to take effect {DATE}

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Below is an outline of details relating to the partnership between the XXX and XXX:

Packages for Spay and Neuter Services

- Dog Package \$125: Includes sterilization, surgery meds, rabies vaccine, DHPP or DHPP-C vaccine, nail trim and take home pain medication
- Cat Package \$65: Includes sterilization, surgery meds, nail trim, rabies vaccine and FVRCP vaccine
- Community Cat Package \$65: Includes sterilization, surgery meds, rabies vaccine, FVRCP vaccine and ear tip

Pre-Approved Wellness/Sick Treatments

- Office Exam Fee - \$15 per pet
- Antibiotics up to \$25 per pet
- Pain meds (Carprofen, Tramadol, Buprenorphine, Gabapentin) up to \$25 per pet
- Take home parvo treatment - \$50
- Dewormer up to \$25 per pet

Any other services/tests/treatments must be pre-approved by PFL Manager.

Expectations:

- Pet owners will be treated with respect and non-judgment.
- Any concerns or needed follow up will be shared with the PFL manager to handle.
- XXX will send a weekly invoice to the Pets for Life Manager for the previous week's services.
- Payment will be remitted in form of direct deposit by the XXX to XXX within 7-10 business days of receiving the initial invoice.
- Any discrepancies between invoices and payments must be immediately brought to the attention of both parties for resolution. Any invoices submitted more than forty-five (45) days after services may not be paid.

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By signing below, both parties agree to the terms outlined above for a period of one calendar year, starting XXX to XXX and may be cancelled with 10 days' notice.

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Name

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Name

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Date

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Date