



CHIHUAHUA BOX CONTENTS

TRAINING MANUAL:

Chihuahua Training Manual – 29 Pages

BUSINESS SET-UP:

Business Name
What Services should you offer
What should you charge
Business invoicing and accounting software
Primary Aim
Vision Mission Values
Business Story
Business Goals Worksheet
Task Log Worksheet
Dog Walking database

BUSINESS ADMIN:

Service and Price List Template
Price Increase Email Template
Overdue Invoice Email Template
Outstanding Balance Email Letter Template
Debt Retrieval Email Template
Christmas Holidays Schedule Email Template
Christmas Services Reminder Email Template
Cancellation Policy Email Template
New Customer Booking Enquiry Template – Cat Visits
New Customer Booking Enquiry Template – Dog Visits
New Customer Booking Enquiry Template – In-Home Pet Care
Customer Booking Enquiry Template – House and Pet Sitting
Customer Booking Enquiry Template – Pack Dog Walking

Customer Booking Confirmation Email Template (Non-regular Customers)
Customer Booking Confirmation Email Template (Regular Walking Customers)
Confirmed Service Email Template
Cat Visit Booking Form
Dog Visit Booking Form
Dog Walking and Feeding Booking Form
Dog Walking Booking Form
Pet Sit Live-in Booking Form
Customer – Who to Contact Form
Enquiry Form
Service Agreement

FINANCIAL:

\$100K Sales Forecast and Budget Worksheet
Business KPI's Worksheet
Profit and Loss Worksheet

** All documents are created in Word and Excel for ease of download and amending.
Manuals and educational material are PDFs **