

PAPERWORK AT END OF CLINIC

Must be sent at end of clinic – same day ASAP 😊

CLINIC & HEAD STICKER LOG – send photo of the day’s log via email & then file in file folder near desk with most recent in back of folder:

Who	Email
Karen F	karenatmthood@gmail.com
Scheduler	cgcrclinics@gmail.com
Karen M	ksvm@me.com
Jen	thegorgekittenproject@gmail.com

ADOPTABLE CATS INTAKE CHARTS (+ rabies Certs when applicable) – email or text photo to:

Who	Email	Or Text
Karen M	ksvm@me.com	541 980-8999
Jen	thegorgekittenproject@gmail.com	541 908-8999
Gertri	gertri@gmail.com	509 774-9411

HARD COPIES OF ADOPTABLE CATS INTAKE CHARTS (+ rabies certs when applicable):

Cats remaining at LAC	<ul style="list-style-type: none">▪ Put charts on kennel sleeve
Cats going to foster	<ul style="list-style-type: none">▪ Put foster name on chart▪ Make copy of charts & cert to send with cat(s) to foster▪ Place originals in “Cats in Foster” folder located at end of stainless cages