

House dogs. 11 dogs including Cindy outside front door.
Too Wee, Crystal and Tilley are fed in the front room.
Make sure Too Wee never meets other house dogs as they will tear her to pieces.

Visitors

- A. People coming to look round (first time)
- B. People coming to look round (have been before)
- C. People with animal problems
- D. People bringing animals for boarding
- E. People bringing animals they want us to take.
- F. People wanting to adopt an animal.
- G. People bringing donations of blankets, newspapers, food etc.
- H. Deliveries. Include takyubin and post.
- I. Others: Include reporters, police, town officials, villagers, friends, odd bods.

A. Type

Take to office - ask Japanese staff or Liz to guide them around. If no-one available, take them around (do not let them wander). Take them back to office - get them to sign green visitors book, name, address, tel.no, date. Give them newsletter, membership form, pamphlets and other PR stuff.

B.Type

Ask their name and let them look around. Give them latest newsletter

C.Type

Refer them to staff or Liz or regular volunteers. If they come after hours tell them to ring or call back the next day.

D.Type

Check they have booked. Ask to see current vaccination certificate. Ask them to write down name, address, tel.no. and date of return on card for file. Write in animals details and date. Return lead, bowls or whatever as these things get lost here. They may like to leave special blanket or toy for pet. Tag dog with ARK number while owner is still there. Check too if collar is too tight/loose.

E.Type