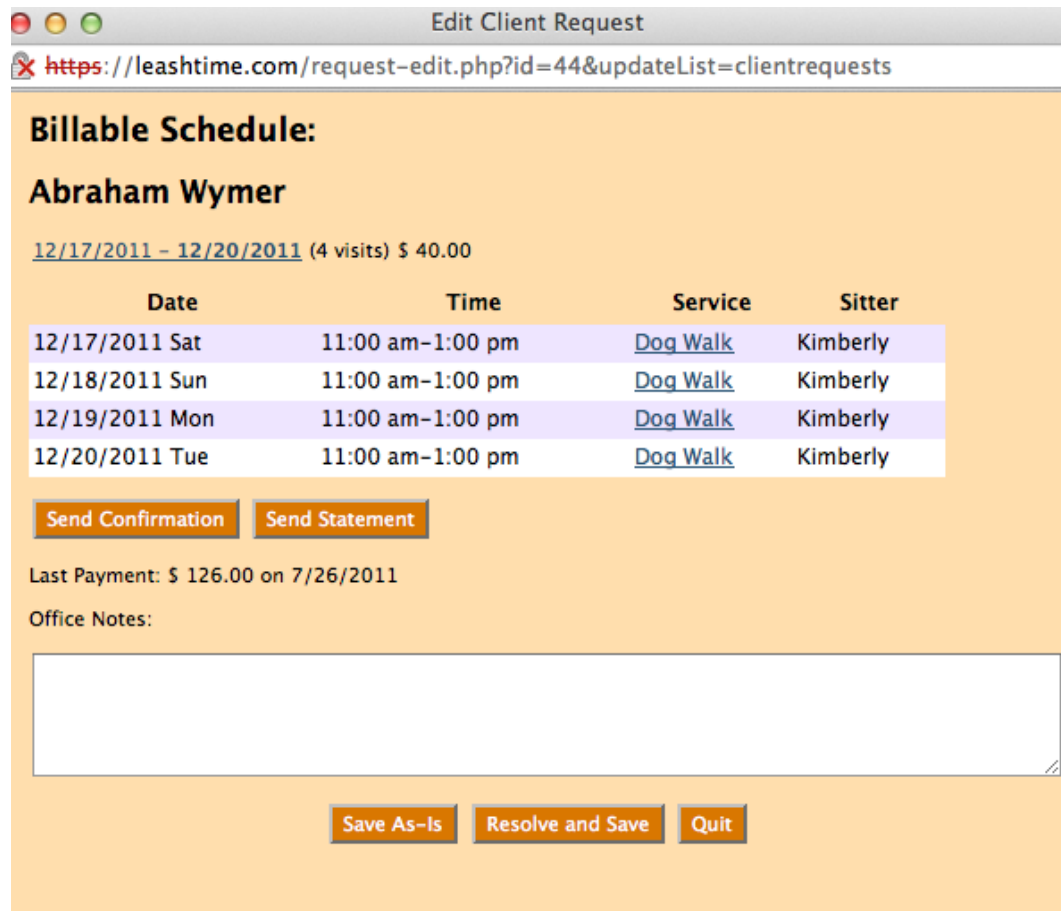In LeashTime, a Petsit, or Short Term Schedule, is a schedule with a definite start and end date. Petsits are usually set up using the EZ Schedule tool.   For each Petsit schedule that you setup, you can receive a notification in your **Request Queue** indicating that the schedule is about to start. You can also receive a reminder when the schedule has been completed.

The reminder will look like **Figure 1**. At the designated time, you will receive a reminder about a schedule that is going to begin. There are multiple actions you can take after receiving the reminder:

- Review the scheduled visits

- **Send Confirmation** of the schedule to the client (and sitter). See **Figure 2**.

- **Send Statement** of charges to the client. See **Figure 3**.

- **Charge** the client for the Petsit visits (if a valid electronic payment record exists for the client)

FIGURE 1: Billing Reminder for Petsit Schedule

If you decide to send a **Confirmation** or **Statement** of charges, you will have the opportunity to compose a custom email message and/or use a template email message. Once you send a **Confirmation** or **Statement**, a copy of the message will be stored in the **Communications** log for the client. LeashTime will update the Office Notes field in the reminder to reflect the date that a **Confirmation** or **Statement** was sent.

You can process a credit card (or electronic check) payment from this reminder if the client has a card or payment account registered with your business. The amount field is set to the total charges due for the Petsit schedule. You may change this amount before you process the charge (e.g., if you require only a 50% payment prior to the schedule start date).

The Last Payment amount and date is recorded and displayed for you. Please note that if the client has prior unpaid billables, they will be paid off before this schedule is paid off.

If you are not ready to Resolve this Notification but want to make a notation about the billing, you can type a message into the Office Notes field and click **Save As-Is**. This will keep the Billing Reminder in your Request Queue list and allow you to refer back to the note at a later time.

Click the **Resolve and Save** button once you have completed all the actions you want to take regarding this Petsit schedule. NO EMAILS WILL BE SENT as a result of clicking **Resolve and Save**. The Notification will disappear from the regular Request Queue. However, you can still review resolved requests or go directly to the client's profile to send out a statement or process a payment.

Figure 2: Confirmation Email of Petsit Schedule

Figure 3: Statement of Service

Setting up Billing Reminders

To use Billing Reminders in LeashTime, you must first turn them on. To do this, go to **Admin > Preferences > Billing Preferences**. The Billing Preferences section should be expanded as shown in **Figure 4**.

(1) Click **Send Billing Reminders** and set it to "yes"

(2) Click **Billing Reminder Lookahead (days)**. Set the number of days you want to be reminded in advance of the start of a petsit.

(3) You will receive billing reminders in your **Request Queue** for petsit schedules.

Figure 4 – Billing Preferences to set up Billing Reminders

You may also set billing reminders in an EZ Schedule. If you want to override the global billing reminder setting, you may turn on the reminders for individual schedules (or turn them off). Just check or uncheck the **Send Billing Reminders** check box at the top of the EZ Schedule and **Save Changes**. See **Figure 5**.

Figure 5 – Modify billing reminder on an individual schedule