Puppy handover *checklist.*

One copy per puppy: what the buyer leaves with, and what you agreed before they drive away.

PUPPY NAME _____ MICROCHIP NUMBER _____ HANDOVER DATE _____

BUYER NAME _____ BUYER PHONE _____ NEXT VACCINE / DEWORMER DUE _____

THE MOST IMPORTANT FIRST

- **One checklist per puppy**
  Fill in the name and microchip number at the top.
- **Most of it is done before the day**
  Send the contract and the buyer's preparation notes a week or two ahead.
- **Walk through it together**
  Ask the buyer to repeat back the next due dates.

1 Documents

In the folder, one copy for you and one for the buyer.

- [ ] Sales contract in its final form, sent to the buyer ahead of the day so they can read it at home (see sales contracts and consumer law)
- [ ] Signed contract, one copy for each party
- [ ] Receipt for every payment, including the deposit, showing the balance as settled
- [ ] Registration papers and pedigree, or written confirmation of what will follow and by when
- [ ] Microchip number checked against the paperwork, and the database details
- [ ] Who starts the transfer of keeper details on the microchip database: you or the buyer
- [ ] Veterinary health check from the last week, with the findings recorded (see pre-sale health checklist)
- [ ] Vaccination and deworming record, with the dates given and the next due dates
- [ ] Copies of both parents' health screening results
- [ ] Insurance certificate or cover note, activated before collection if that is required (see insurance and liability)

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2 Puppy pack

What travels home with the puppy.

- [ ] Enough of the current food for the first days, so nothing changes at once
- [ ] Scent blanket from the dam and littermates, sealed in a bag
- [ ] A familiar toy or chew from the litter area
- [ ] Collar and leash that fit, and a crate or carrier for the journey (see crate, travel and short separations)
- [ ] Weight chart from birth, for the new veterinary practice
- [ ] The free printable sheet Keep it out of reach, on what puppies swallow and what to do
- [ ] Everything else on the full puppy pack checklist: **thebreedercollective.com/puppy-pack-checklist**

3 Food and routines

Written down, so the first week can look like the last one.

- [ ] Feeding plan: food, amount per meal, number of meals and times
- [ ] How to change food gradually if the buyer plans to switch later
- [ ] Daily routine: toilet times, naps, play and bedtime (see house-training and daily routines)
- [ ] What the puppy already knows: crate, car rides, a few minutes alone, being handled
- [ ] Plan for the first night: where the puppy sleeps and who is nearby
- [ ] Travel plan home confirmed in writing: who drives, who sits with the puppy, the length of the journey and where they will stop (see the first journey and the first days at home)

4 Health information

What the buyer needs to know before they leave.

- [ ] Next due dates for vaccination and deworming, repeated back by the buyer
- [ ] The buyer knows when to see their own veterinarian, who sets the schedule from here
- [ ] Warning signs that mean calling a vet the same day (see when to call the vet)
- [ ] Places and dogs to avoid until the vet says the puppy is protected: dog parks, pet stores, public relief areas, dogs of unknown vaccination status
- [ ] How to keep socializing safely during the vaccination course
- [ ] Any health notes for this puppy: findings from the vet check, treatments given, anything to watch

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5 Follow-up

Agreed before the buyer drives away.

- [ ] A short message from you on the evening of the handover
- [ ] When you will check in during the first week and the first month (see staying in contact with buyers)
- [ ] What the contract says if the puppy cannot stay: return, buy-back or rehoming help (see buy-back, returns and rehoming)
- [ ] How the buyer can reach you with questions, and that they are welcome to (see educating your puppy buyers)

6 Contacts

Filled in and handed over with the folder.

Breeder
Name, phone, and the times you prefer to be called

Buyer's veterinary practice
Name and phone, check it is open in the days after handover

Nearest emergency veterinary clinic
For nights and weekends

Microchip database
Name, phone or website

Insurance
Company and policy number, if any

Registry or breed club
If registration will follow

NOTES FOR THIS PUPPY

COMING SOON · THE COMPLETE EDITION

Every document for the sale, ready to use. Complete Document Pack: every kennel document you need, as one editable set.

Get notified first → thebreedercollective.com/guides-tools

SOURCES

American Kennel Club, "Puppy Socialization: Preparing 6-to-8 Week Old Puppies for New Homes". American Kennel Club, "Puppy Socialization and Preparing for New Homes: 8–12 Weeks". The Royal Kennel Club, "What to put in a puppy pack for new owners". GOV.UK, "Get your dog or cat microchipped". American Veterinary Society of Animal Behavior, "Position Statement on Puppy Socialization". Dogs Australia, "Code of Practice (July 2023)".

Educational material only, not veterinary or legal advice. Every bitch, breed and country is different: agree your plan with your own veterinarian and check the rules that apply to you. Read the full guide at **thebreedercollective.com/preparing-for-handover**.

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