



To Our Valued Clients;

We would like to take this opportunity to welcome you and your horse(s) to Shellbird, Inc. and express our appreciation for your confidence in us. Whether you have been in the business for many years or have just discovered this exciting world, we value your business.

Because the horse business is so unique, we have found that it is helpful to follow some basic policies that benefit both the client and the farm. As a result we have adopted the following policies and procedures.

1. One month board & training is required prior to, or upon arrival of your horse(s). If horse arrives in the middle of the month, the bill will be prorated.
2. All horses must arrive with the following things:
 - Current Coggins.
 - Brand Inspection
 - Vaccination and farrier records.
 - Copies of registration papers. (front and back)
 - Copies of current AHA & USEF cards (if you or your horse plan to show)
 - Current Health Certificate (for out of state horses)
 - If applicable, Copies of Ins. Papers, (we strongly recommend all client horses be insured by the owner, this offers extra protection against accidents or death)

Any horse arriving without current vaccination records will be vaccinated within 24 hours of arrival, at the owner's expense. This is done to insure the health of all of the horses at our facility.

3. Shellbird must be contacted at least five (5) days prior to departure of any horse. **No horse will be released unless all balances have been paid in full, NO EXCEPTIONS.**
4. There will be an administrative fee of \$50.00 for all horses needing registrations on foals, hauling, cards, coggins, health certificates etc.
5. There will be an additional fee of \$100.00 charged for horses arriving or departing before or after hours or on Sundays.
6. Monthly board and training fees do not include farrier, veterinarian or other miscellaneous fees. You will be billed for these on an individual basis.
7. The following is a list of contacts which you may use to reach Shellbird staff for questions, concerns, or to make an appointment to visit.

President/Owner-Michele Pfeifer - (970) 876-9997
Trainer-Chauncey Flemings - (303) 718-0859
Corporate Office - (970) 876-0933

Thank you in advance for abiding by our policies and procedures, and we appreciate all of your business.

Sincerely,
Shellbird Inc. & All Our Staff