

# CEMETERY ORDER FORM – SINGLE PLAQUE

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Date: \_\_\_\_\_

Order No: \_\_\_\_\_

G/L No : 052603.129

Plaque Size: 381mm x 279mm

CEMETERY						EXTRAS	
<input type="checkbox"/> Griffith		<input type="checkbox"/> Yenda					
<input type="checkbox"/> Latin Cross 	<input type="checkbox"/> Celtic Cross 	<input type="checkbox"/> Uniting Church 	<input type="checkbox"/> AIF 	<input type="checkbox"/> RAAF 	<input type="checkbox"/> RAN 	Photos <input type="checkbox"/> Through Council \$ _____ <input type="checkbox"/> Leave Space for Photo photo through <u>Funeral Director</u> <input type="checkbox"/> Leave Space for Photo through <u>Council</u> ROB motif required \$ _____ <input type="checkbox"/> No Photos	
<small>*FREE OF CHARGE</small>		<small>AUSTRALIAN SERVICE EMBLEMS: Permission must be obtained from Australian War Graves</small>				<input type="checkbox"/> Motif _____ _____ <input type="checkbox"/> Extra Line \$ _____/line	
<b>Special Instructions:</b>							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							<b>LOCATION</b>

Next of Kin: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**OFFICE USE ONLY: "RECEIPT TO BE ENTERED AGAINST BURIAL REGISTER"**

Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_

Date Rec'd: \_\_\_\_\_ OK Yes/No Initials: \_\_\_\_\_

Notes: \_\_\_\_\_

**NOTE: Council is under no obligation to maintain or replace the plaque should it be damaged or removed.**



# CHECKLIST

If there is a cross plus a frame - an additional charge is payable (as per current Revenue Policy)

In your plaque fees there has been one cross **OR** one frame included - If you require one of each an additional charge is payable

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| • Would you like a photo  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Would you like a raised oval border<br>(as per samples on board)  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Would you like a motif<br>(extra charge applicable)   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Next of Kin checked and noted from Authority  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Location checked and noted from Authority   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is a Service Badge Required<br>(application "Request for Permission to use the Service Badge" is required)  | <input type="checkbox"/> | <input type="checkbox"/> |
| • 8 lines are included in the funeral costs additional lines are additional fees<br>(43 characters including spaces only per line (Lawn Section only) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Rose Garden, Niche Wall, Tree Shrubs & Rockery are all 5 line plaques<br>(23 characters and spaces only)  | <input type="checkbox"/> | <input type="checkbox"/> |

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
CSO Signature

\_\_\_\_\_  
Dated

## PHOTOS

### Council arranging

Frame is to stay and Phoenix Foundry or Arrow arranges this and is sent to Italy and takes approximately 9 weeks

### Milling of plaque

The photo is embedded into the plaque so that it is flush with the plaque- an additional charge is required as per the Revenue policy

### Funeral Director arranging

Frame is to be removed and the funeral director places it on the plaque once the plaque is placed at the cemetery.