

## Book of Remembrance (aka Indoor Book) Order Form

- Basic Entry: Year, Name (see 1<sup>st</sup> line in example below) **PLUS** a 36-letter inscription (see 2<sup>nd</sup>+ lines below)
- Commas, full stops, hyphens and dashes are at no cost
- Numbers and symbols such as & are counted as letters and will be charged accordingly
- If Line 2+ exceeds 36 letters, then additional costs will apply
- Line 2+ cannot exceed 100 letters
- Payment must be made before order can be processed. If text is over the 36 basic entry, we will advise of total cost and get confirmation from you before creating the invoice
- Form to be received by Cemetery office at least one (1) month in advance of any preferred date by. We and the vendor will try our best to have the entry completed by any preferred dates, but cannot guarantee this

Example of entry layout: \*\* font will differ\*\*. Entries are placed on Date of Death, with day and month at top of page

*In Memoriam*  
*17<sup>th</sup> April*

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2020     *Wilson, Mary Elizabeth*  
*Beloved wife of Fred;*  
*mum of Harry & James. Aged 52.*

### Requested entry details

Surname \_\_\_\_\_ First name(s) \_\_\_\_\_

Date of death

Day / month / year

Preferred date for entry to be  
done by. (Need minimum 1  
month from date form received  
by Cemetery Admin)

### Customer contact details

First name \_\_\_\_\_ Surname \_\_\_\_\_

Postal address \_\_\_\_\_

Telephone number \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_