

# Book of Remembrance Application Form

The Books of Remembrance are a personal and everlasting memorial. The beautifully bound books have personal inscriptions created by skilled calligraphers. The books are displayed in the Remembrance Room West and the dated pages are turned daily. You may have up to 5 lines of inscription and also have a floral or a personalised illustration. Some typical examples are trees, flowers, pets, birds, sporting equipment or badge, army/naval badge, angels, teddy bears. If there is a particular motif/badge you would like please provide a clear colour example for our calligrapher to work from. These will be copied as faithfully as possible; otherwise the image will be made at the artist's creative discretion.

Each entry can be viewed in the Remembrance Room on the touch-screen kiosk any day you visit. It can also be viewed by you, friends and family from anywhere in the world by going to our website [www.mortlakecrematorium.org](http://www.mortlakecrematorium.org). A member of our staff is happy to show you how to use the kiosk and to search entries online.

## Please write your inscription clearly below:

- ❖ An entry must be a minimum of 2 lines
- ❖ Line 1, the surname first, and then forename (s) (maximum 27 characters including spaces, or 22 if there is a motif)
- ❖ The day and month will appear at the top of the page, if you would like to include the year of death it needs to be incorporated in your inscription
- ❖ Other lines, there is a maximum of 40 characters including spaces, or 34 if there is a motif
- ❖ A floral motif or personal illustration can only be incorporated with a 5 line inscription

Date of Entry	
Line 1	_____ , _____ (surname) (forename(s))
Line 2	
Line 3	
Line 4	
Line 5	
Details of illustration/ badge	

You can also have your chosen inscription in a personal Leather Bound Miniature Book of Remembrance and presentation box or high quality card bound Miniature Book. These are sent by special delivery to your address.

<b>Quantity of Leather Bound Miniature Books</b>		<b>Quantity of Quality Card Bound Copies</b>	
--	--	--	--

## Your details:

Title:	Mr / Mrs / Miss / Ms – other: -
Full Name:	
Address & Postcode:	
Telephone Number:	
Email:	

## **Fees for the Book of Remembrance**

**Memorial Fees until 31<sup>st</sup> December 2012 (fees include VAT @ 20%)**

### **Entry in Book of Remembrance**

2 line entry	£40
3 line entry	£45
4 line entry	£50
5 line entry	£55
5 line entry and floral design	£105
5 line entry and badge/ crest/ emblem	£130

### **Leather Bound Miniature Book of Remembrance**

	<b>New</b>	<b>Entry in Existing</b>
2 line entry	£55	£40
3 line entry	£60	£45
4 line entry	£65	£50
5 line entry	£70	£55
5 line entry and floral design	£120	£105
5 line entry and badge/ crest/ emblem	£140	£125

### **High Quality Card Miniature Book of Remembrance**

		<b>Entry in Existing</b>
2 line entry	£45	£40
3 line entry	£50	£45
4 line entry	£55	£50
5 line entry	£60	£55
5 line entry and floral design	£110	£105
5 line entry badge/ crest/ emblem	£130	£125

***If you would like your entry to appear on a certain date you will need to make sure your application is sent to us on time. Below is a list of the volumes, the months in each volume and when we need to have the application forms and payment***

<b>Volume</b>	<b>Months in the volume</b>	<b>Applications to us by</b>
1	January, February, March	November
2	April, May, June	February
3	July, August, September	May
4	October, November, December	August

**Please send your completed application form and payment to:**

Mortlake Crematorium, Kew Meadow Path, Richmond, Surrey, TW9 4EN

#### **You can pay by:**

- *Cheque made payable to : Mortlake Crematorium Board*
- *Debit or credit card in person or by phone 020 8876 8056*
- *Cash in person at the Crematorium Office*

#### **For office use only**

Receipt:	Date Received	Order No.	BACAS ID	Other
----------	---------------	-----------	----------	-------