

Memorial Plaque Application Form

There are two Remembrance Rooms at the Crematorium, called The East and West Rooms. In the rooms you can have a personal name plaque to remember your loved one. The plaque will remain in place permanently for 5 years. At the end of the period you will be given the opportunity to renew the plaque for a further five years, and so on thereafter. In the West Room the Books of Remembrance are also on display. You can have 3 or 4 lines of inscription, with a maximum of 25 letters per line, including spaces. The plaque will be displayed within 8 weeks of receiving payment. We will phone or email you to let you know when it is displayed.

Example inscriptions:

IN LOVING MEMORY OF
JOHN JAMES KING "JJ"
0105.1901- 01.07.2010 R.I.P

A SPECIAL MUM
BETTY JEAN OSBORNE
01.05.1901- 01.07.2010
SLEEP TIGHT XXX

Please write your inscription clearly below:

Line 1	
Line 2	
Line 3	
Line 4 (optional)	

You are welcome to bring fresh cut flowers when you visit and vases are provided. The rooms are for many people, so please do not personalise the vases or create individual places with photos or personal items. To avoid fires please do not light candles. Please let friends and family know too as we will take away these items which can cause upset. Do please let us know if you change your address as will write to you when the renewal is due.

Your details:

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

The fee is £190.00 (£158.33 & £31.67 VAT – until 31st December 2012). Cheques are made payable to Mortlake Crematorium Board or you can pay with a debit card by phoning the Crematorium Office on 020 8876 8056.

Please send your completed form and payment to:

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

For office use only

Receipt:	Date Received	Order No.	Date Displayed	BACAS ID
Location Ref:	Date App Informed	Renewal 1	Renewal 2	Other comment