

MORTLAKE CREMATORIUM

— *Serving the community since 1939* —



MEMORIAL PLAQUE APPLICATION FORM

You can have a personal name plaque to remember your loved one in our Remembrance Room. The plaque will remain in place 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. 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 on display. In the Remembrance Room (West) the Books of Remembrance are also on display.

You are welcome to bring fresh cut flowers when you visit and vases are provided. The rooms are shared spaces, 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. Please let us know if you change your address as we will write to you when the renewal is due.

Example inscriptions:

IN LOVING MEMORY OF
JOHN JAMES KING "JJ"
1.5.1901- 1.7.2010 R.I.P

A SPECIAL MUM
BETTY JEAN OSBORNE
1.5.1901- 1.7.2010
SLEEP TIGHT XXX

Please write your inscription clearly below:

Line 1

Line 2

Line 3

Line 4 (optional)

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The fee is £260.00 (£216.67 + £43.33 VAT – until 31st December 2018). Cheques are made payable to Mortlake Crematorium Board (Mortlake Crematorium, Kew Meadow Path, Richmond, Surrey, TW9 4EN) or 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 more information:

Telephone: 020 8876 8056

Email: info@mortlakecrematorium.org

www.mortlakecrematorium.org/memorial-plaques/

Your Details.

Title: Mr / Mrs / Miss / Ms – other:

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Full Name:

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Address

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Postcode:

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Telephone Number:

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Email:

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For office use only

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