

# 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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Fees can be confirmed by the Crematorium Office.

Pay by card by phoning the Crematorium Office on 020 8876 8056 or request an invoice to pay by internet banking [info@mortlakecrematorium.org](mailto:info@mortlakecrematorium.org)

**Please send your completed form to**

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

Or scan the form to email address: [info@mortlakecrematorium.org](mailto:info@mortlakecrematorium.org)

**For more information:**

Telephone: 020 8876 8056

Email: [info@mortlakecrematorium.org](mailto:info@mortlakecrematorium.org)

[www.mortlakecrematorium.org/memorial-plaques/](http://www.mortlakecrematorium.org/memorial-plaques/)

**Your Details.**

Title: Mr / Mrs / Miss / Ms / Mx – 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**

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