

Payment

By post - You can post this completed application form to the office with a cheque. Please also enclose a stamped, self-addressed envelope for return of receipt.

In person – You can call in to the office during opening hours where payment can be accepted as credit or debit card or cheque.

Payment in cash cannot be accepted.

Cheques should be made payable to; -
BIRMINGHAM CITY COUNCIL

The Cemetery/Crematorium contact details are as follows :

If a receipt or return of photograph is required, please remember to enclose a stamped addressed envelope.

Value enclosed: **£**

Name of Applicant

Applicant's Address

Post Code Tel No E-Mail

NB. This Memorial is leased for 10 years from application.

Signature.....

By signing above you also agree to the "points to note" within this application form.
Applications will not be accepted unsigned.

DATA PROTECTION ACT 1998
The information provided on this form will be held on file notified under the Data Protection Act 1998. The information will be used for the management of memorial leases and will not be divulged to anyone outside Birmingham City Council.

FOR OFFICE USE ONLY

Register No Received Receipt No

Order Placed Date Positioned Letter sent



Application Form

Memorial Arboria Plaques



Arboria Plaques

Christopher James Clarke
Born 21st June 1921,
Died 16th January 1996.
A dear husband and father.
Always in our thoughts.

Laurence Martin Knight
Born 1924 - Died this day 1999.
Also his dear wife Evelyn,
Born 1926 - Died 1993.
Your memory is our greatest treasure
To love, to cherish, to keep forever:
The happiest days we ever knew
Were as a family complete with you.

Prices are normally reviewed annually, but are subject to change at any time. You should check that the price is correct before completing the application.

Important points to note prior to application.

The Arboria Plaques

The use of natural timber veneers ensures that each plaque is unique and creates an overall impression of warmth, a feeling so often missing from other memorials.

Arboria offers a unique fusion of precision engraved lettering and the craftsmanship of the illustrator.

The Arboria Plaques can be found in the Book of Remembrance Room.

Plaques are offered in the following four styles:

- Inscription only
- Inscription with engraved motif
- Inscription with engraved and hand painted motif
- Inscription with photograph

Personal names/ pet names / terms of affection are permitted only if approved by the Crematorium staff.

Please be advised, the entry will be produced exactly as you have written on the page opposite.

Check your spelling and punctuation. Mistakes cannot be rectified without incurring additional charges.

The City Council reserves the right to refuse any inscription that is deemed to be unacceptable for display in a public place.

You may detach this page and keep it for your records.

Memorial Scheme Application Form Memorial Arboria Plaque

INSCRIPTION — Please complete the inscription in the table below showing spaces and punctuation as you wish it to appear on the plaque. Please complete clearly and using BLOCK CAPITALS.

FORENAME(S)

SURNAME

| | |
|--------|--|
| LINE 1 | |
| LINE 2 | |
| LINE 3 | |
| LINE 4 | |
| LINE 5 | |

In order to ensure that an inscription will fit onto the page, please note the following information:-

- ◆ Please note that the first line is for the NAME ONLY, Forename(s) followed by Surname.
- ◆ Each Arboria Plaque can contain up to a maximum of 5 lines.
- ◆ Where there is no **motif** the name line can be up to a maximum of 25 characters all other lines a maximum of 32 characters
- ◆ Where there is a **motif or photograph** the name line can be up to a maximum of 18 characters, all other lines a maximum of 25 characters.

We are unable to accept responsibility for an incorrect inscription due to illegible or ambiguous writing.

Once your order has been accepted, please allow up to 6 weeks for completion and for the plaque to be placed.

Please ask Crematorium Staff who will be only too pleased to help if you require clarification or assistance in completing this order form.

Use this box to write or draw your motif to be included with your entry.

Please indicate any colours, e.g. yellow flowers or red rose
