**Please read the following notes carefully to assist with planning the wording of the inscription for BELOW GROUND VAULT** WITH DESIGN

Each vault can commemorate up to two people

Any line used for a **name** is limited to **20** letters and spaces as larger character/font is used, whilst all **other lines except 4 & 5** are limited to 30 letters and spaces ~ **lines 4 & 5** as this is where the fixing holes are so although up to 20 characters can be used this is in the smaller font and is therefore not suitable for names

No characters can go in the space where the photo/design will be on the top left corner

There is no restriction to the number of characters or lines as long as it fits within the guidelines

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| line 1 | DESIGN/PHOTO WILL GO HERE  7cm x 5cm  2.8” x 2” | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| line 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| line 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| line 4 | **FIXING HOLES**  unable to have name on these lines | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **FIXING HOLES**  unable to have name on these lines | | | | |
| line 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| line 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| line 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| line 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Information:** It is possible to use the whole tablet for the first inscription because a new tablet is provided for the second inscription; obviously the wording of the original inscription would have to also be amended to allow for the second inscription. Please write clearly and in BLOCK CAPITALS. Please leave a box empty to indicate a space. Whilst we make every effort to follow your instructions we reserve the right to alter or amend an inscription if necessary to fit within the space available or if deemed to be offensive. The text will be centred on the tablet. We will email a proof of the inscription for you to approve before the tablet is inscribed.

Name of deceased\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cremation Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section **Fountain Rose Garden** Rose Bed\_\_\_\_\_\_\_\_\_ Below Ground Vault\_\_\_\_\_\_\_\_\_

First Inscription ❑ Second Inscription ❑

**For second inscription only**: Would the family like the original tablet? ❑

Although all possible care will be taken when removing the original tablet the Council cannot guarantee it will be undamaged

Inscription Application Form given/posted to owner on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed form received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proof requested on\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proof emailed to owner on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proof returned by owner on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved ❑ or Amended ❑

Amended proof emailed to supplier on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amended proof emailed to owner on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved amended proof received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase order number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inscribed Tablet received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Owner Informed on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email❑ or phone❑

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| **Notes** |

**Fees**: 1st April 2019 🠢 31st March 2020

1st Inscription if purchased in reserve £260❑ 2nd Inscription £260❑ Additional Fee for Design £100❑ Placement Fee £35/70/90❑ Casket £49❑

Payment details: Total Due £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cheque Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Order/Receipt Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_