Please refer to the price list for the Sites where this Memorial is available Lodge Hill/Sutton Coldfield/Yardley (please tick the relevant site)	,
Payment	
By post - You can post this completed application form to the office we cheque. Please also enclose a stamped, self-addressed envelope for ret	
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:	
The contecty, crematorium contact actuals 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.	
The object of the management of memorial reason and will not object of anyone causal Printing and City Countries.	
FOR OFFICE USE ONLY	
Register No Received Receipt No	
Order Placed Date Positioned Letter sent	



Application Form

Memorial Book of Remembrance



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 Book of Remembrance

The Book of Remembrance is on display in the memorial room at each crematoria. It provides a lasting record and a simple but dignified memorial.

The Book is in four volumes and bound in finest quality calf vellum, richly tooled in gold and emblazoned with the City coat of arms.

Entries are made by hand. A page is provided for each day of the year. The book is housed in a protective cabinet and is opened each day at the page displaying the current date so that entries may be seen on each anniversary date for many years to come. Once the book is filled it will be preserved and will always be available for reference at the crematorium.

Inscriptions can consist of 2, 5 or 8 line entries. Badges, coats of arms, floral motifs, etc hand painted in colours of your choice may be in included with a 5 or 8 line entry at additional cost.

(Please see memorial scheme price list)

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

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

Once your order has been accepted, please allow up to 6 weeks for We are unable to accept responsibility for an incorrect inscription due to illegible or ambiguous writing Entries can only be of 2, 5 or 8 lines and each line must not exceed 32 characters in length. The entry is usually made under the date of death but you may choose an alternative date, e.g. wedding anniversary, birthday first line of your entry can only be the name of the deceased. A space counts as punctuation as you wish it to appear on the plaque. ensure that an etc. it is important that you **clearly** enter the day and month you require Please complete the inscription in the table below (2, 5 or 8 line entries only) showing spaces and s you wish it to appear on the plaque. Please complete clearly and using BLOCK CAPITALS. inscription will fit SURNAME **Memorial** Memorial onto the Book of page, please chem Remembrance the following information: **Application** a letter or number your entry to be displayed in the box below Form Entry FORENAME Use this box to write or draw your motif to be included with your entry (applies to 5 and 8 lines

INSCRIPTION

nelp if you require clarification or assistance in completing this order form

colours e.g. yellow flowers or red rose

LINE 8 LINE 7 LINE 6 LINE 5 LINE 4 LINE 3 LINE 2 LINE 1

order to

The