Receipt No:

Cremation No:

BOOK OF REMEMBRANCE
Application Form

This form is used for ordering a two, five or eight line entry in the Book of Remembrance

Some points to remember :-

1. Entries are TWO, up to FIVE or up to EIGHT lines.
2. Please write each letter in the spaces provided.
3. The first line is for the name only. (Surname first please).
4. Do not leave spaces between words.
5. Do not split words with half on one line and half on another.
6. No more than 32 letters or figures are possible on each line.
7. Full stops and commas do not count as figures but hyphens do.
8. Please check all details carefully before submitting this form.
9. There is a cut off date for entries to be sent to the Calligrapher; the dates are as follows:

The last dates that we can accept entries are :-

Jan/Feb/March Book — 31st October **April/May/June Book — 31st January**

July/Aug/Sept Book — 30th April **Oct/Nov/Dec Book — 31st July**

Please inscribe this entry on the page dated : ……

This is normally the date of death but can be any date you want (e.g. wedding anniversary or birthday etc.).

Line 1

Line 2

Line 3

Line 4

Line 5

Line 6

Line 7

Line 8

If a motif or badge is required, please indicate what you want in as much detail as possible :-

……

e.g. Red Rose, Royal Air Force Badge, picture of teddy bear, bunch of spring flowers etc.

Everything in the Book of Remembrance is hand painted so if you ask for a red rose it will be slightly different to every other red rose in the book. If you supply a picture the artist will follow it as closely as possible. The Calligraphy Studio have copies of most badges so it is not necessary to enclose a sample.

Everyone who arranges an entry in the Book of Remembrance will receive a Memorial Card which bears a copy of the inscription. If a motif or badge has been requested this will not be included in the complimentary card unless an additional fee is paid. The card will be sent direct from the Calligrapher a few weeks after your order has been placed.
Additional Memorial Cards may be ordered now or at a later date, if you wish to order now please indicate how many you want.

Please supply ……Memorial Card(s) in addition to the complimentary one. (Please see the price list).

Name of Applicant (Mr / Mrs / Miss / Ms) ……..……...……..

Address: ……...……

…….. Postcode: ……..……..

Tel. No. : …… E-mail address: ……...…….……

The fees for entries in the Book of Remembrance and Memorial Cards are listed on a separate sheet.

Please include your remittance with this form; cheques or postal orders should be made payable to "SCARBOROUGH BOROUGH COUNCIL"

and sent with this form to: Woodlands Crematorium Office, Woodlands Drive, Scarborough, YO12 6QN

You will receive a receipt and confirmation of the wording of the entry.

Scarborough Borough Council reserve the right to vary or alter any inscription as may be found necessary or to refuse an entry which is considered unsuitable.

DATA PROTECTION STATEMENT

All information given on this application form will be used only in matters regarding this memorial and for no other purpose.