



NORTH EAST SURREY CREMATORIUM

**ORDER FORM
CRYSTAL PLAQUES**

FOR OFFICE USE
Received: _____
Cremation No: _____
Receipt No: _____

I wish to purchase a Crystal Plaque for a dedication period of 5 years

A "Crystal Plaque" is a frosted perspex plaque displayed in the Remembrance Building. The size of the plaque is approximately 10" x 3" and can accommodate 4 lines of inscription. Recommended maximum number of letters/spaces is 30 on each line. If you choose to have a photograph or artwork this will reduce the text per line.

Should you wish to have a photograph* and/or piece of artwork**, these may be included beside the inscription and can be positioned on the left, right or both sides of the plaque. Please note there is an additional charge for these items. **Please note that a maximum of 1 photo and 1 artwork can be selected for each plaque**

*Please email a good quality copy of the photo you would like to add to nesc.office@enablelc.org

**Artwork can only be selected from our artwork catalogue (please ask to see a copy)

Photograph position: Left/Right side of inscription

Artwork Ref: Left/Right side of inscription

Payment of £..... card/cheque/cash

I do/do not* wish to select the position for the plaque *please delete where not applicable.

Name:..... (Mr/Mrs/Miss) Signed

Address.....

.....Postcode.....

Telephone No Email:.....

Cheques should be made payable to the North East Surrey Crematorium Board and sent to the address below.

The dedication may be renewed at the end of the stated period of years, subject to the Regulations then in force. A reminder will be sent to the address given above. It is most important that any change of address is notified to this office so that a reminder will reach you. If the dedication is not renewed the Board may re-sell the dedication of this site.

Please note that cards/trinkets should not be placed or attached to the plaques or framework. Any such items will be removed and stored for a period of 3 months for you to collect.

CRYSTAL PLAQUE INSCRIPTION FORM

NAME OF DECEASED: _____

This form is to assist you with the layout for the plaque. Should you only require wording then all 30 letter boxes per line can be used for inscription. For a photo and/or artwork the shaded areas are where these will be placed and this will reduce the number of letters per line for inscription.

Do you require a photo: YES/NO If yes do you want it on the left or right of the plaque: LEFT/RIGHT

Additional information i.e any cropping requirements: _____

Do you require a piece of Artwork: YES/NO If yes do you want it on the left or right of the plaque: LEFT/RIGHT

Artwork Reference No: _____ Please note a maximum of 1 artwork and 1 photo can be selected for each plaque

	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																														
Line 2																														
Line 3																														
Line 4																														

The inscription **MUST** be clearly written in block capitals. We are unable to accept liability for any incorrect inscription due to illegible writing.