

BOOK OF REMEMBRANCE ORDER FORM

Cr. No: _____

Please write clearly in **BLOCK CAPITALS**. The first line of all entries is only for the surname and forenames of the deceased.

	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	31	32	33	34	35	36	37	38	39	40	
	SURNAME														FORENAME(s)																										
Line 1 Name																																					X	X	X	X	X
Line 2																																									
Line 3																																									
Line 4																																									
Line 5																																									
Line 6																																									
Line 7																																									
Line 8																																									
Example	G	R	E	E	N		A	L	I	C	E		E	L	I	Z	A	B	E	T	H																X	X	X	X	X
	S	I	L	E	N	T		T	H	O	U	G	H	T	S	,		S	W	E	E	T		M	E	M	O	R	I	E	S	.		1	9		9	9			

Please use a maximum of 35 letters and spaces per line, however, up to 40 letter are sometimes possible. If any line of your entry exceeds 35 letters / spaces the application will be referred to the calligrapher for their advice and the calligrapher's decision will be final.

Choice of emblem e.g. rose, regimental badge etc: (portraits are not permitted) _____ please enclose photograph or picture.

PLEASE NOTE THAT ONLY ONE ENTRY PER DATE IS PERMITTED FOR EACH DECEASED AND FOR THE FIRST YEAR THE APPLICATION MUST BE MADE BY, OR WITH THE WRITTEN AGREEMENT OF THE APPLICANT FOR CREMATION.

Date of Entry: _____ Month: _____ (Normally date of death but can be birth date, anniversary etc.)

PLEASE COMPLETE THE REVERSE OF THIS FORM

Emailed	_____
Confirmed	_____
Checked	_____
Card issued	_____

Full name _____ **and Signature of applicant:** _____
Title: Mr / Mrs / Miss / Ms / Other - please specify (please delete as appropriate).

Address: _____

Postcode: _____ **Telephone Number:** _____ **inc. area code.** **Email address:** _____

Payment can be made by cheque (payable to Peterborough City Council), Cash or Debit / Credit Card.
Our postal address is Peterborough Crematorium, Mowbray Road, North Bretton, Peterborough, PE6 7JE.



The personal information that you provide on this form will be handled by Peterborough City Council in accordance with the Data Protection Act 1998. We do not pass on your details to any third party without your knowledge unless the Council is legally obliged to do so.

GUIDELINES FOR BOOK OF REMEMBRANCE ENTRIES

The first line of the entry is only for the deceased's name.

An emblem / flower of your choice is an option with a 5 or 8 line entry only to enable adequate space for your requirements.

Three, four, six and seven line entries are charged to the nearest multiple available.

Three and Four lines are charged as a five line entry.

Six and Seven lines are charged as an eight line entry.

Most pictures, emblems and badges can be reproduced for the Book of Remembrance, however, please remember that entries are hand drawn and artist's interpretations vary slightly.

We also reserve the right to refuse certain inscriptions or pictures that others may be considered offensive.

Although it is not possible to have a portrait of the deceased in the Book of Remembrance, additional screens can be purchased to be added to the Electronic Book of Remembrance, including photographs of the deceased. Full details are available from the Bereavement Services Office.

Electronic Swipe Card

All new entries applied for will receive a free electronic swipe card, which enables you to view the entry on the electronic screen any day of the year..

On-Line

To view your entry at home, please visit -:www.scribesplus.co.uk/peterborough/

Cut off dates

Entries for the Book of Remembrance 1st January to End March needs to be received by 15th December

Entries for the Book of Remembrance 1st April to End June needs to be received by 15th March

Entries for the Book of Remembrance 1st July to End September needs to be received by 15th June

Entries for the Book of Remembrance 1st October to End December needs to be received by 15th September