

# Memorial Plaque PREPARATION GUIDE



**Thank you for choosing our  
memorial arrangement services**

We have provided this easy guide to assist you and to ensure your memorial plaque is completed in an efficient and timely manner.



**MOUNTAIN VIEW**  
CREMATORIA

**Call 4249 2221**

21 Waverley Drive, Unanderra

info@mvc.net.au

**mvc.net.au**

# STEP BY STEP GUIDE

## STEP 01

### ENSURING CONVENIENT SERVICE TIMES

Please set your preferred appointment time with our friendly consultant at Mountain View Crematoria on 02 4249 2221.



## STEP 02

### INFORMATION YOU WILL NEED TO SUPPLY

Please have ready to bring with you all relevant deceased information

- Correct confirmation of name, date of birth, date of death, age, family member names.
- Your loved ones cremated remains if not already in our care at Mountain View Crematoria
- The right of burial / certificate of ownership paperwork
- Information on niche size if available i.e.: suitable for 1/2 or full ash placement.
- A clear photo image if a cameo is desired (passport size or larger is preferable)
- Service information (NX number) if a service emblem is required
- **A photo or previous order layout of any family memorial you wish to match**



## STEP 03

### CREATING YOUR UNIQUE MEMORIAL

During your appointment, our friendly consultant will assist you with options and confirmation of your final memorial layout. We will request you sign the order form as authorisation to proceed.



## STEP 04

### ORDERING YOUR PLAQUE

As your memorial is unique and customized specifically for your family, **we do require payment at time of order** placement with the foundry. We accept cash, card or cheque for your personal convenience.



## STEP 05

### DELIVERY AND PLACEMENT OF YOUR MEMORIAL

Your loved ones cremated remains will be kept securely and united with their memorial when it arrives at **Mountain View Crematoria**.

Please allow from eight (8) to twelve (12) weeks for completion and placement of your loved one's memorial. This timeframe may be extended during holiday periods.



## STEP 06

### CONFIRMATION OF COMPLETION

After your plaque has been placed, you will be advised by your placement provider. Mountain View Crematoria keep detailed records of your memorial arrangements.

All enquiries after order and payment should be made directly to Mountain View Crematoria on 02 42492221



# PLAQUE DRAFT WORDING

Please feel welcome to use this page to note your preferred wording information.  
CORRECT NAMES AND DATES ARE VERY IMPORTANT AS THESE RECORD THE  
HISTORICAL INFORMATION OF YOUR LOVED ONE

Our advisor will assist you with options and provide your final layout

**DECEASED NAME:** \_\_\_\_\_

**APPLICANT NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Please indicate Cemetery / Church name:** \_\_\_\_\_

**Memorial and Cremains to be placed:** [  ]      **Memorial only:** [  ]      **Replacement plaque:** [  ]

**Private home plaque:** [  ]      **Photo image (cameo) required:** [  ]      **Vase required:** [  ]

**Emblem required:** [  ]      **Please specify:** \_\_\_\_\_

# SAMPLE WORDING LAYOUTS

Includes: Opening line, Name, Dates, Age, Titles (Husband, Wife, Father etc)  
Family names, closing line or personal message

A variety of emblems, vases and plaque styles are available. For service emblems please provide NX number.

**IN LOVING MEMORY OF  
A DEAR HUSBAND, FATHER  
GRAND & GREAT  
GRANDFATHER  
GEORGE W WATLEFON  
AT REST 31ST SEPT 1991  
AGED 98 YEARS**

**SPECIAL MEMORIES OF  
GEORGE W WATLEFON  
31.9.1893 – 31.9.1991  
AGED 98 YRS  
BELOVED HUSBAND OF ENID  
DEVOTED FATHER OF  
IAN, JOHN & ELIZABETH**

**WATLEFON  
GEORGE WALTER  
31.9.1893 -31.9.1991  
DEVOTED HUSBAND OF  
ENID  
LOVED & REMEMBERED  
EVERYDAY**

**IN LOVING MEMORY OF  
GEORGE WALTER  
WATLEFON  
31.9.1893 – 31.9.1991  
AGED 98 YEARS**

## OPENING LINE EXAMPLES

*IN LOVING MEMORY OF  
IN MEMORY OF  
PRECIOUS MEMORIES OF  
OUR DEAR LOVED ONE  
WITH LOVE WE REMEMBER*

## CLOSING LINE EXAMPLES

*FOREVER IN OUR HEARTS  
LOVED & REMEMBERED EVERYDAY  
AT PEACE  
REST IN PEACE  
A TRULY GENTLE MAN  
SADLY MISSED*