

Altrincham Crematorium, Whitehouse Lane, Dunham Massey, Altrincham, Cheshire. WA14 5RH

Tel 0161 912 1515 Fax 0161 928 6478

## Memorial Wall Plaque Information and Order Form

Applicants Name.....

Address.....Post Code.....

Telephone No.....



**SMALL PLAQUE for inscription and display space rental:** This includes up to 50 characters (letters and figures) over 3 lines. Punctuation marks are NOT included in the 50 characters.

**LARGE PLAQUE for inscription and display space rental:** This includes up to 70 characters (letters and figures) over 6 lines. Punctuation marks are NOT included in the 70 characters.

The plaque will remain on the wall for a period of either five or ten years from the date when first installed. As the rental reaches its expiry date you will be sent a reminder and you can choose whether or not you wish to renew the rental.

When considering the wording for the memorial it is not necessary to fill the whole tablet. It is quite acceptable to only use one or two lines on a small tablet, or three or four on the large tablet. The number of letters / figures and spaces on each line of the tablet should be limited to a maximum of 24, for example IN LOVING MEMORY OF has 16 letters and 3 spaces, giving a total of 19. Should you exceed these figures it may be necessary for your dedication to be amended. The large tablet can also be used for a double entry, i.e. the initial inscription of three or four lines, and the remaining lines to be used at a later date. The actual layout will be designed by our Stone Mason. You will receive a layout drawing of your memorial inscription (NOT TO SCALE) designed for you to read and make any corrections if necessary, then sign and return to us.

PLEASE COMPLETE YOUR INSCRIPTION ON THE BOXED SECTION DRAWINGS BELOW. THESE SHOW THE LAYOUT OF THE SMALL AND LARGE TABLETS.

PLEASE NOTE: **WRITE THE INSCRIPTION OUT ON ANOTHER PIECE OF PAPER FIRST AND THEN CHECK THAT YOU HAVE ENOUGH ROOM FOR THE WORDING YOU HAVE CHOSEN.**

**SMALL TABLET** – lease available for **5 or 10 years**. Price includes up to **50 characters** (letters and figures). **(Please see price list for details)**

Write your memorial here using **CAPITAL LETTERS** Please restrict the number of letters and spaces to **24** per line

<input type="text"/>																						
<input type="text"/>																						
<input type="text"/>																						

**LARGE TABLET - 5 or 10 years lease**. Price includes up to **70 characters** (letters and figures). **(Please see price list for details)**

Write your memorial here using **CAPITAL LETTERS** Please restrict the number of letters and spaces to **24** per line

<input type="text"/>																						
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If you wish to save a line or lines for future use, please write on that particular line or lines the word “RESERVED”

**TO BE COMPLETED BY APPLICANT**

I confirm my order for a (tick appropriate box) **SMALL TABLET**  **LARGE TABLET**  For a lease period of **FIVE YEARS**  **TEN YEARS**

I enclose a cheque payable to Trafford Council for £.....

SIGNED..... Date.....

**FOR OFFICE USE:** Cremation No: ..... Location ..... Receipt No: ..... Renewal Date: .....