

CITY OF YORK CREMATORIUM – SANCTUM 2000 ORDER FORM

Please complete this application form in **BLOCK CAPITALS** and check details carefully as mistakes cannot be rectified afterwards

Memorial plaque with inscription 80 letters/spaces/number included in cost on a 10 or 20 year lease																										<input type="checkbox"/>				
Memorial plaque with inscription and any design or emblem																										<input type="checkbox"/>				
Please enter your inscription below																														
	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	
1																														
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10																														
11																														

Please refer to the City of York Council website for fees and charges and ways to pay or contact the office on 01904 552071.

For Office use only									
C.No		R.No		Ordered		Fixed		Location	

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Name		Address		Post Code	
Telephone		Email		Signed	

Subject to the following conditions

- Larger letters are used for names so only 18 letters and spaces can fit on one line. Please note there is only enough height for 3 name lines so if you need more space for names then you must use fewer lines. The rest of the inscription uses smaller letters so you can use up to 25 letters and spaces
- We are unable to accept responsibility for an incorrect inscription due to illegible or ambiguous writing; however, we will endeavour to contact the applicant in order to resolve any enquiry, in order to resolve such a problem.
- Delivery of the tablet takes between 6 to 8 weeks to be manufactured and is leased for a period of 10 or 20 years with the option to renew for a further period of 5 years at the then appropriate cost.
- At the end of the lease period the City of York Council will write to the last known address of the applicant offering the option to renew at the appropriate fee. If the agreement is not renewed the tablet will be removed from display.
- City of York Council will endeavour to ensure the tablet is kept in a reasonable condition and will accept no responsibility for damage caused other than by its own negligence.
- City of York Council reserves the right to alter or amend as may be found necessary or to refuse an inscription that is considered unsuitable.
- Applicants must note that any query may delay the ordering and placement of the inscribed memorial tablet.

No other items should be placed in front or on top of the vaults or any of the surroundings, as this may encroach on to the adjoining vaults, causing obstruction or hazards for other families. Any unauthorised items will be removed.