

How to apply

1. Fill in the applicant section at the top of page 1.
2. Please read the terms and conditions below and sign the form.
3. Fill in the grid on page 1 with your desired inscription. Please use one box in the grid for each letter, space, comma and full stop etc. Indicate your choice of floral or special design if required (minimum five line entry required).
4. Check your entry is correct.
5. Please indicate whether you would like to purchase any replica card copies of the entry – these are individually hand painted/inscribed. Orders for cards usually take six to eight weeks.
6. Use the pricelist to work out the fees and send the form to the office with a cheque made payable to **'Enable Leisure & Culture'** or tick here if you would like us to call you to take a card payment.

Terms and conditions

1. Only the applicant for cremation may apply for an entry in the first year after death unless permission is given in writing.
2. The book of remembrance is held within four volumes and only the current volume is kept at the crematorium. The other books are held in secure off site storage.
3. Applications must be received by the following dates to ensure the inscription is included the next time the book is opened. Applications received after these dates will be included the following year.
 - Entry to appear in January – MarchCut off 15 November
 - Entry to appear in April – JuneCut off 15 February
 - Entry to appear in July – SeptemberCut off 15 May
 - Entry to appear in October – DecemberCut off 15 August
4. New entries will appear online on the first of the month of the date requested.
5. The deceased's name must be placed on line one with the surname first. The maximum number of characters available for the name is 26 letters including spaces.
6. Entries can be refused if deemed inappropriate or unsuitable.
7. We reserve the right to alter the layout of the entry, without notice to suite the continuity of the book of remembrance or where a floral or special design needs space.
8. Fees must be paid before work is commissioned. Please observe regulation three above.
9. Copies of entries in the form of replica cards are available for an extra charge. Please allow six to eight weeks for delivery. Once received at the office your order will be posted to you by recorded delivery.
10. A proof will not be provided for entries into the books of remembrance or replica cards.

Correspondence

Correspondence should be directed to
Putney Vale Cemetery and Crematorium
Stag Lane
Putney
London
SW15 3DZ

Tel: 020 8788 2113

Email: memorials@enablelc.org

All memorials subject to terms and conditions
VAT charged at the appropriate rate where applicable
Cheques payable to **Enable Leisure & Culture**