



MEMORIA PAISLEY WOODSIDE MEMORIAL PARK & CREMATORIUM

THIS FORM MUST BE FINALISED BY THE PERSON WHO COMPLETED CREMATORIUM FORM A

Your full name (the applicant)*

Your e-mail address*

Your telephone number*

Full name of the deceased*

46 Broomlands Street, Paisley PA1 2NP

T. 0141 889 2260 E. services@woodsidecrematoria.co.uk www.memoriapaisleywoodside.co.uk

*These responses are mandatory - For more information about how we deal with your personal data including email addresses please review our policy at the bottom section of page 2 on this form

FUNERAL DIRECTOR'S DECLARATION

CONSTRUCTION OF THE COFFIN The coffin must be made of wood or a wood by product which, when placed in a cremator and subjected to the accepted cremation processes, is easily combustible and does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion. No metal furniture or fittings whatever shall be used on a coffin for cremation. No metal of any kind shall be used in the manufacture of such coffin except as necessary for its safe construction and then only metal of a high ferrous content. Cross pieces must not be attached to the bottom of the coffin. If it is desired to strengthen the bottom of the coffin, wooden strips may be placed lengthwise for this purpose. The coffin must not be painted or varnished but may be covered with a suitable cloth. Products manufactured in polyvinyl chloride (PVC), melamine, polyamidoneepichlorhydrin based resins (PAAE), lead and zinc must not be used in the construction of the coffin or its furnishings. The use of Polystyrene must be restricted to the coffin nameplate only in which case it must not exceed 90 grams in weight.

LINING OF THE COFFIN The use of sawdust or cotton-wool must be avoided. If circumstances require, suitable sealing material may be used, but no metal, rubber or polyvinyl chloride (PVC) will be permitted and on no account must pitch or similar substance be used.

SIZE OF COFFIN If the coffin or casket is at or over 30" wide, 20" deep and 70" long, enter dimensions below. Maximum permissible size: 41" wide, 28" deep and 87" long.

CLOTHING AND CONTENT In order to minimise the release of pollutants to air, it is recommended that clothing should be of natural fibres and that shoes or any material manufactured from PVC should not be included. Body adornments from copper should be removed as should any easily removable prostheses or casts or material. Additional items, particularly of glass or plastic, should not be placed within the coffin.

Coffin Type _____ <small>(wood, wicker, etc)</small>	Width _____	Depth _____	Length _____
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Name of the funeral director making these arrangements

Name _____
Signed _____ Date _____ <small>(insert electronic signature or type your name)</small>

Company name and address

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SERVICE DETAILS AND ENVIRONMENTAL POLICY

Services begin on the hour and their duration is 60 minutes. This includes 40 minutes in the chapel; 10 minutes to pay respects to the family and view the floral tributes; with a further 10 minutes allowed to clear the site.

The exception to this is the Personal Service which can begin either on the hour or half-hour and has a duration of 30 minutes. This includes 20 minutes in the chapel; 5 minutes to pay respects to the family and view the floral tributes; with a further 5 minutes to clear the site.

Service time slot will be advertised on our website unless box is ticked.

Any special instructions:

For example: Horse Drawn Carriages, Specialist Vehicles, Military Funeral Cortege, Themed Service, etc.

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ENVIRONMENTAL POLICY Woodside Crematoria is committed to minimising its impact on the environment. To minimise the number of cremators in daily use there may be occasions when a cremation is not carried out on the same day as the service. However, cremations will always be carried out within 72 hours of the service taking place. If it is imperative that a cremation is carried out on the same day as the funeral, then a written request to this effect should be attached to this form.

If the service is to be recorded my signature also denotes that the Clergy/Service Leader's consent has been received.

Signature of applicant

<small>(insert electronic signature or type your name)</small>

Please tick here if you have completed this form on behalf of the applicant

Print name

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As part of the process of booking a cremation the company collects and processes personal data relating to the deceased and the applicant. The company needs to process data to take steps to ensure that it is complying with its legal obligations and Government guidelines. Your information will be shared internally for the purpose of dealing with the matters in hand. Your data will not be transferred outside the European Economic Area.

The Company takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Upon the completion of the cremation your data will be stored in a secure location for 50 years as per the Government guidelines.

By signing this agreement, you give us permission to process and store your data as required.

We would like to contact you using the details you have given us in this form, with information about similar goods and services that we believe will be of interest to you. If you do not want to receive this information, please let us know at any time at Paisley Woodside Memorial Park & Crematorium, 46 Broomlands Street, Paisley PA1 2NP or email memoria@paisleywoodside.co.uk, or call us on 0141 889 2260.

For more information about how we deal with your personal data please contact us or you can check our privacy policy on our website www.memoriapaisleywoodside.co.uk.

MUSIC DETAILS

Name of deceased	<input type="text"/>
Service details	Date _____ Time _____
Religion/Denomination	<input type="text"/>
Name of Officiant	<input type="text"/>
Expected numbers of mourners attending	<input type="text"/>

Music to be ordered direct from Obitus on 03333 447 440 www.obitus.com

Memoria are unable to accept tributes provided to us directly without being processed through our media partner - Obitus. Any changes to media content made prior to the commencement of the service taking place can only be made by the Funeral Director via our media partner. We undertake to provide services detailed within this form, however, we do not guarantee the provision of such services since circumstances beyond the control of Memoria may affect our ability to do so.

Entry music	Media ✓	Ordered with Obitus ✓	Organist ✓
<input type="text"/>			
Service music	Media ✓	Ordered with Obitus ✓	Organist ✓
<input type="text"/>			
<input type="text"/>			
Exit music	Media ✓	Ordered with Obitus ✓	Organist ✓
<input type="text"/>			
Any additional music information			
<input type="text"/>			

SERVICE SELECTION

	Please tick ✓
From Stillborn up to 18 years: Full or Committal	
DIRECT CREMATION (NO SERVICE)	
Funeral Director/no attendance: no service; delivery by funeral director out of hours only as directed by the crematorium	
SERVICE TIMES 09:00 • 09:30 • 10:00 • 10:30	
PERSONAL SERVICE: WOODSIDE & MARTYRS Full or Committal to include a 30-minute service (20 minutes in chapel). Coffin on catafalque before the service or brought in a suitable vehicle. Max 25 attendees. Choice of music, entry and exit.	
WOODSIDE CHAPEL SERVICE TIMES 0900 • 10.00 • 11.00 • 12.00 • 13.00 • 14.00 • 15.00 • 16.00 MARTYRS CHAPEL 09.30 • 10.30 • 11.30 • 12.30 • 13.30 • 14.30	
CELEBRATION OF LIFE: Full or Committal to include 5 pieces of music, other Obitus options available at additional cost (service 40 minute max duration)	
Additional times (double slot), extra hour for long or large services. Note: available on all service times except the 14.30 slot in Martyrs Chapel	
HIRE OF CHAPEL ONLY (No cremation)	
Service in Chapel to include the provision of 5 pieces of music, other Obitus options available at additional cost (service 40 minute max duration)	
SATURDAY SERVICES 09:00 • 10:00 • 11:00	
SATURDAY CELEBRATION OF LIFE SERVICE: WOODSIDE CHAPEL Full or Committal to include the provision of 5 pieces of music, other Obitus options available at additional cost (service 40 minute max duration)	

MEMORIA CHAPEL OPTIONS

	Yes ✓	No ✓
Should religious symbols be removed?		
Have any requested media options been ordered from Obitus?		

Additional chapel facilities - please note, for all services aged 18 or under, we will offer a free live webcast, 1 free photo and slideshow. Alternatively the value of these options can be credited against a more premium option. All requests are to be made 48 hours in advance.

We regret that we cannot accept responsibility for any floral tributes left after the service.