

## Funeral Stationery Request Form

### Lodge Brothers – Funeral Stationery & Order of Service

Please complete the details below to help us design and prepare your funeral stationery.

Once submitted, a member of our team will contact you to discuss layout, design options and final wording.

#### 1. Applicant Details

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship to the deceased: \_\_\_\_\_

Preferred method of contact (circle):

Telephone / Email / Either

#### 2. Details of the Deceased

Full Name: \_\_\_\_\_

Name to appear on stationery (if different): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Death: \_\_\_\_\_

#### 3. Service Details

Date of Funeral: \_\_\_\_\_

Time of Funeral: \_\_\_\_\_

Place of Service: \_\_\_\_\_

Officiant (if known): \_\_\_\_\_

Type of Service (circle):

Funeral / Memorial / Thanksgiving / Celebration of Life

#### 4. Stationery Required

Please tick all items you require:

Traditional Order of Service

Memorial Cards

Attendance Cards

Book of Condolence

Bookmark Tributes

Photographic Keepsake Items

Other (please specify): \_\_\_\_\_

Approximate Quantity Required: \_\_\_\_\_

#### 5. Cover Design

Please tell us your preferences:

(You may also upload examples or images below)

Preferred colour scheme: \_\_\_\_\_

Favourite flowers / imagery / symbols: \_\_\_\_\_

Religious symbol required? Yes / No

If yes, please specify: \_\_\_\_\_

Photograph to be included? Yes / No

If yes, please upload below

(We accept JPG, PNG or PDF)

Upload area for images / files

#### 6. Content and Personalisation

Please provide any text to be included, such as:

- Hymns or songs
- Poems or readings
- Scriptures
- Special messages
- Order of service
- Tribute words

You may write below or upload separately.

Text box for content:

Or upload a document with wording:

Upload area for documents

#### 7. Additional Requests or Notes

Please include any further information or special instructions here:

IMAGE UPLOAD GUIDELINES (Suggested text for form)

Guidance for Image Upload:

To ensure the best quality for your funeral stationery, please note:

- Minimum resolution: 300 dpi (high quality)

- Accepted formats: JPG, PNG or PDF
- Ideally scanned or taken in daylight
- Avoid screenshots or social media downloads where possible
- If unsure, please send what you have — our team can advise

#### 8. Approval Process

Once we have all the information, our team will create a draft for your approval.

We will not print anything until you have confirmed that the wording and layout are correct.

Preferred method of receiving draft (circle):

Email / In-person appointment / Post

#### 9. Declaration

I confirm that the information provided is correct and that I am authorised to request funeral stationery on behalf of the family.

Name: \_\_\_\_\_

Signature (if printed): \_\_\_\_\_

Date: \_\_\_\_\_

#### Submit Your Form

You can send this form via email or upload it through our online portal once live.

Alternatively, please contact your local branch to book an appointment.