Form E.A.2 (c)

Bereavement Services
Western Road
KILMARNOCK
KA3 1LL
Tel: 01563 554775/554776 Fax: 01563 554777
Email: BereavementServices@east-ayrshire.gov.uk

East Ayrshire COUNCIL

NOTICE OF ADDED INSCRIPTION / CLEAN / RENOVATION ETC. OF MEMORIAL

This notice should be completed and **faxed** to the Bereavement Services Office **PRIOR TO WORK COMMENCING**. **A minimum of 48hrs notice must be given**. The prompt delivery of this form is essential in ensuring the smooth running of the service.

The time given shall be during working hours only, unless otherwise requested. Times outwith working hours will be by prior arrangement only and may incur an additional cost.

It is important that the agreed date and time are adhered to. Should any Sculptor wish to alter these details, they must inform the Bereavement Services Office immediately.

DAY & DATE	TIME	CEMETERY	SECTION / LAIR NO.	NAME ON MEMORIAL	DESCRIPTION OF WORK/S

Name & Address of Monumental Sculptor:

Fixer/s Name: ***Fixer/s BFL No:*** ***Fixer/s Contact No:***

FOR OFFICE USE ONLY

Date Received: Checked: Date Passed for Inspection: Inspection by:

Comments: