MONUMENT WORK ORDER

PART A

Please refer to our Rules & Regulations regarding monument orders. Approval of this Work Order is required *PRIOR* to installation of *ANY* monument/marker. Work must be initiated so that it can be completed during regular business hours.

Monument Company **Date**

Contact **Phone/Email**

Name on Monument **DOD** **Pre-Need [ ]** **Space** **N [ ] S [ ]**

Name on Monument **DOD** **Pre-Need [ ]** **Space** **N [ ] S [ ]**

Legal Description **Block** **Lot** **Space(s)**

Type of Monument **Type of Marker**

VA Upright Headstone [ ] **VA Marker [ ]**

Where to Be Placed* **To Face East [ ] West [ ]**

**Any item NOT at the designated head of the space MUST be flush with the ground.*

Material to be Used

Pad: **Length:** **Width:** **Height:**

Base: **Length:** **Width:** **Height:**

Monument/Marker: **Length:** **Width:** **Height:**

Traditional Burial [ ] **Cremains Burial [ ]**

Name of Purchaser **Who Submitted Order?** **Purchaser [ ]** **Funeral Home [ ]**

Funeral Home

NOTES

PART B

Cemetery Administrator Use:

Owner of Space(s)

APPROVED [ ] DATE **NOT APPROVED [ ]* DATE** **RESPONSE [ ] DATE** **RESPONSE [ ] DATE**

***REASON NOT APPROVED**

SCHEDULED TO COME OUT **SCHEDULED TO COME OUT**

Block Binder Incode Order E-File Email Order

Incode Setting Email Setting

CLOSED [ ] **DATE**