

Prices

Four page Order of Service

To produce a four page Order of Service with one photo or image, including printing of 30 copies (this excludes the cost of additional items, see below) **£50.00**

- Additional copies, per 10, up to a total of 100 copies **£11.00 per 10**
- Additional copies, per 10, for quantities over 100 **£9.00 per 10**

Eight page Order of Service

To produce an eight page Order of Service with one photo or image, including printing of 30 copies (this excludes the cost of additional items, see below) **£60.00**

- Additional copies, per 10, up to a total of 100 copies **£14.00 per 10**
- Additional copies, per 10, for quantities over 100 **£12.00 per 10**

Additional items

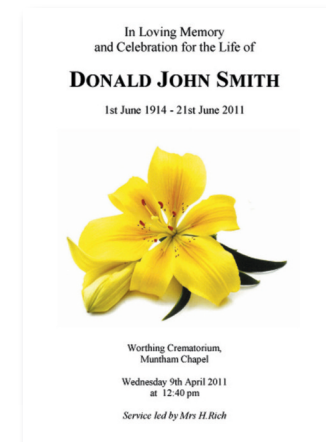
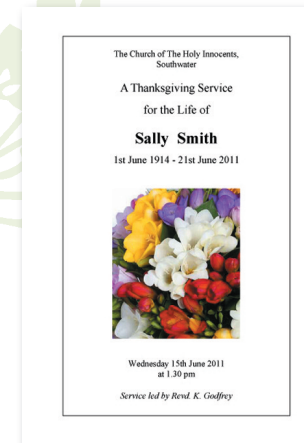
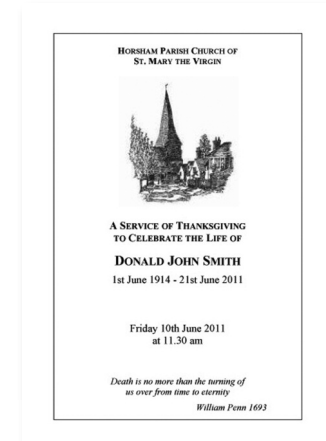
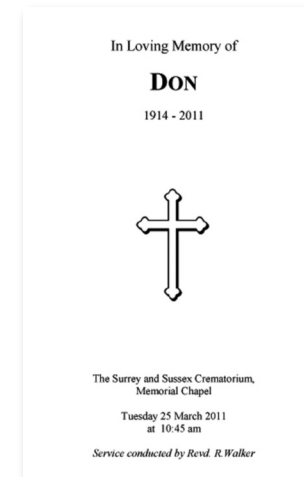
The above price for 30 copies includes the preparation and printing of one photo, or the sourcing and printing of one image as requested. Prices for further items as follows:

- Preparation and printing of each additional photo **£8.00**
- Sourcing and printing of each additional image **£5.00**
- Cross **£3.00**
- Scroll motif **£3.00**
- Maps **£7.00**
- Decorative Border **£10.00**

Order of Service

Provided by
Freeman Brothers

INDEPENDENT FUNERAL
DIRECTORS SINCE 1855



9 North Parade Horsham, RH12 2BP Telephone: 01403 254590
E-mail: mail@freemanbrothers.co.uk

Also at 31 High Street, Billingshurst, RH14 9PP Telephone: 01403 785133
Also at Holly Lodge, 25 & 27 Brighton Road, Southgate, Crawley, RH10 6AE
Telephone: 01293 540000

www.freemanbrothers.co.uk



Creating an Order of Service

We appreciate a bereavement is a very difficult time and we are here to assist you in creating an Order of Service in memory of the person who has died. The information below has been designed to guide you through the decisions you will need to make: please use the form opposite to record your wishes and bring to the appointment you make to discuss the Order of Service, or provide this information to your Funeral arranger by email.

We will require a minimum of three working days to create, proof and print your Order of Service. If we do not have three working days, it may be harder for us to arrange a time for you to proof the Order of Service, and it may be sent straight to print.

All our Orders of Service are A5 size. We use quality white card for our four page Orders of Service and for the cover of our eight page Orders of Service. The latter are stapled to quality white paper for the inner pages.

Step 1:

Discuss and agree the content for the service with the Officiant and obtain from them a copy of the running order, or ensure they have sent this to us direct.

Step 2:

Prepare any pictures required. They may be brought in, either for us to scan, or on a memory stick or disk, when you return your order form, or emailed (depending on the size of the picture) to your Funeral Arranger.

Step 3:

Use the form opposite to make your decisions about cover design.

Step 4:

Once you have completed the form opposite, please contact us to arrange an appointment to discuss your requirements with your Funeral Arranger. We will use the running order from the Officiant (step 1) and your wishes to decide on the overall appearance. Please bring any photos (step 2) and, if the Officiant is not sending us the running order directly, your copy of this too, as well as the form opposite outlining your requirements. You may also email your Funeral Arranger with all of the details opposite and your photographs.

Step 5:

We will give you and the Officiant the opportunity to proofread a draft and make any changes prior to printing.

Order of Service Requirement Order Form

Please use the form below to advise us of your Order of Service requirements

Front Page

- Do you want to include a heading? Yes No
If yes, the options include:
 - In Loving Memory of
 - In Loving Memory and Celebration for the Life of
 - A Celebration for the Life of
 - A Thanksgiving Service in Loving Memory of
 - A Thanksgiving Service to Celebrate the Life and Love of
 - Something else (please state) _____
- The Deceased's name
 - Please use the full name
 - Please use a different name (please state) _____
- Do you want to include dates? Yes No
 - Please include date of birth to date of death
 - Please include year of birth to year of death
 - The Deceased's date/year of birth was _____
- We usually include the service, date, time, location, and name of Officiant as standard. Please tick if you do not want us to include this information

Rear Page

- Shall we include details of the charitable donations (if any)? Yes No
- Would you like us to include an invitation to a reception after the funeral? Yes No
If so, where? _____

Quantity

- Please state how many copies you would like us to provide _____
Please note the minimum quantity is 30 and multiples of 10 thereafter

Proofing

- I would like to proof a hard copy My telephone number is _____
We will telephone you once one is ready
- Please email me a proof My email address is _____
Please note that, if we have not corresponded with you by email previously, your proof may go into your junk or spam folder

Further info Please use the space below to tell us anything else you would like us to know:

Even if you told us during the initial funeral arrangements that you would require an Order of Service, please do contact us once you have completed the above steps as without this information, we will be unable to produce one.