



# SHAFFER MEMORIALS

Since 1919

When you choose a cemetery to lay a loved one to rest, we want you to be prepared and knowledgeable. Every cemetery has different rules, regulations, and fees. We are honored that you trust us to navigate you through this confusing process. This checklist should help.

## Personal Information:

Name of Deceased:

Important dates:                      Date of Birth:

Date of Passing:

## Cemetery Information:

Cemetery Name:

Cemetery City:

Cemetery Phone:

Cemetery Lot Location:

Cemetery Contact:

## Questions to ask the cemetery about headstone regulations

How many cemetery spaces will the headstone cover? (*one, two, or multiple spaces*)

Is Grave space currently marked with another headstone?    Notes:

What style of the headstone is allowed?    Notes:

- Flat Marker
- Bronze
- Upright
- Slant/Wedge
- Pillow/Bevel
- Bench
- Private Estate or Mausoleum
- Other

Are there any size requirements or other restrictions for the headstones?

What are the foundation requirements?

Is there any granite color or material restrictions? (Granite, marble, sandstone, etc.)

Are there any emblem restrictions or requirements?

Are pictures allowed on the headstone?

Is there paperwork required for placing a headstone? Notes:

- Proofs for approval
- Monument Permit form or Foundation Form
- Authorization form
- Other:

Are there any fees associated with headstone placement?

Fee Type	Fee Amount	Fee Due Date
Installation Fee		
Foundation Fee		
Other		

Are there any delivery or installation rules and requirements?

Other notes: