

**PLEASE HAVE THE FOLLOWING ITEMS AND
INFORMATION AVAILABLE AT THE
FUNERAL ARRANGEMENT CONFERENCE**

CLOTHING Does not apply for direct cremation. Full outfit. Please include under garments. Eye glasses if worn.

COSMETICS This only applies if you would like us to use a specific nail polish, lipstick, blush, ect., when preparing your loved one for viewing.

PHOTOGRAPH It is helpful for us to have a recent picture for preparation. However, the photo of your choice can be used for the obituary. Obituary photos are optional.

VITAL STATISTIC INFORMATION This is information needed for the death certificate and other paperwork. A list is provided on this pamphlet.

MILITARY DISCHARGE PAPERS In most cases this form(s) is referred to as the DD214. Needed for VA cemetery, military honors, VA marker, and VA benefits.

LIFE INSURANCE INFORMATION This only applies if you will be using funds from a life insurance policy to help pay for the funeral expenses. If an insurance policy is the only resource to fund the funeral arrangements we require that the claim be processed through us. The cost of Cash Advance Items or Third Party Items can not be included with an insurance assignment and must be paid before services are provided. The policy must be at least 2yrs old and the beneficiary needs to be available to sign off on paperwork before the funeral home can provide services.

FORM OF PAYMENT We accept Cash, Check, Credit Cards, and approved insurance.

OTHER

OTHER

**PREPARING FOR THE
FUNERAL ARRANGEMENT
CONFERENCE**



*325 Washington St. Alexandria, KY 41001
(859) 635-9590*

**HELPING FAMILIES
HONOR THE LIVES OF
THOSE THEY LOVE FOR
OVER 60 YEARS**

ARRANGEMENT CONFERENCE TIME: _____

FUNERAL DIRECTOR'S NAME: _____

Vital Statistic Information

Full Legal Name _____

How name should appear for the obituary and printed materials:

Mailing Address: _____

Male ____ Female ____ Date of Birth: _____

City & State of Birth: _____

Decedent's Race: _____

Social Security Number: _____

Mother's Full Name (Maiden Name): _____

Father's Full Name: _____

Current Marital Status: (Underline One)

Married Divorced Widowed Never Married

Full Name of Living Spouse: (include maiden name):

Highest Education Level Completed: (Underline One)

8th grade or less High School no diploma

High School graduate or GED Some college no degree

Associates Degree Bachelor's Degree

Master's Degree Doctorate Degree

Occupation performed during majority of working life and type of industry: examples, Homemaker/Domestic, Teacher/ Education

Informant /Purchaser Name: _____

Informant relationship to the deceased: _____

Informant address: _____

Military Veteran: YES ____ NO ____

Branch of Service: (Underline One)

Army Marines Navy Air Force Coast Guard Other _____

War Service: (Underline One)

WWII Korea Vietnam Persian Gulf Other _____

The funeral home will need a copy of the veteran's discharge papers if a VA Marker is to be requested, use of VA Cemetery, or VA Benefits filed.

CHOICES RELATED TO PAYMENT

Funeral Account – We are a family owned business that strives to treat every family we serve as fairly and equally as we can. In an effort to provide the finest services and merchandise possible while minimizing our cost to do so, we are dependent upon our clients for payment prior to services.

The Funeral Account may be settled as follows:

- A. This is a cash transaction. Payment may be made in cash, personal check, bank check, money order, Visa, MasterCard, Discover, and American Express.
- B. In cases where the decedent's estate must stand the burden of paying the funeral expenses, we ask that a family representative pay the funeral expenses and file claim for reimbursement with the estate.
- C. Insurance Assignments. The policy must be in good standing and enforce for at least 2yrs. Beneficiary information, name of the insurance company, policy number, and claims department contact information must be provided at the arrangement conference. The beneficiary must be available to sign all paperwork. Insurance funds can only be applied towards the funeral home charges. Third Party/ Cash Advance Items cannot be included with an insurance assignment.
- D. The person(s) responsible for payment can secure a personal loan from a financial institution of their choice. Services will not be scheduled until we have confirmation that the loan has been secured.

If payment is not met in a timely manner any legal fees incurred by the funeral home will be added to the total amount due, Family Representative(s) are responsible for these fees.

Third Party Items/Cash Advance Items – These are items or services not provided by the funeral home. Payment for these items or services are required before any services can be performed. The cost of Third Party Items/Cash Advance Items are separate from the funeral home charges. The funeral home does not control the cost of these items.

Life Insurance Information

(Only needed if you are using insurance to fund the funeral expenses.)

Please do not start an insurance claim on your own if you will be assigning a policy to the funeral home for payment. Original policy certificate should be brought to us, if available.

Name of Insurance Company: _____

Policy Number(s): _____

Ins. Claims Telephone #: _____

Death Benefit Amount: _____

Beneficiary Names(s) : _____
