

COLUMBARIUM FACEPLATE INSCRIPTION ORDER FORM

PURCHASER: PLEASE COMPLETE SECTIONS BELOW AND SIGN AND DATE THE AUTHORIZATION FOR ENGRAVING BOX.

PURCHASED BY: _____
(Last name) (First name)

ADDRESS: _____

EMAIL: _____

PREFERRED PHONE NUMBER: _____

Faceplate Inscription Example
(reduced font size to fit this form)

**DOE
JOHN E
1942—2008**

AUTHORIZATION FOR ENGRAVING

I request that inscription engraving be completed as shown on the back of this form.

(Signature)

Date: ____/____/____

*St. Joseph Catholic Community
Historic Little Church Cemetery
13015 Rockford Road - Plymouth, Minnesota 55441*

INSTRUCTIONS:

Please use the back side of this form and indicate, **in ink**, how you would like the columbarium faceplate engraved. Lettering space for names on the columbarium faceplate is two lines, each consisting of a maximum of 18 characters (letter, number, punctuation mark, or space). One square per character. The first line is intended for the last name. The second line is intended for the first name/initial. The third line is for the year of birth and the year of death. Inscriptions will be done in the same font in all capital letters for uniformity and readability.

**Return form to
Lynn Kotecki
lkotecki@stjosephparish.com
or mail to
St. Joseph Catholic Community
8701 36th Avenue North
New Hope, MN 55427**

INSCRIPTION GUIDELINES:

1. There will be no periods after first or middle initial.
2. Hyphenated names are acceptable if they are the legal name.
3. Jr., II, III, etc. are acceptable if it is part of the legal name.
4. Nicknames are permitted if used more predominantly than the given name.
5. Quotation marks may be used before and after a nickname.
6. Titles in front of the name such as Honorable, Justice, Dr., Rev., etc., are acceptable.
7. Degrees or certifications following a name such as PhD, MD, DDS, Esq., CPC, CPM, etc. are not acceptable.

For Office Use Only

NICHE LOCATION: _____

ORDER PLACED: ____/____/____

FACEPLATE ENGRAVING COMPLETED: ____/____/____

AMOUNT PAID: _____ **DATE PAID:** ____/____/____

FORMAT 1)

LASTNAME
YOUR NAME
1930 - 2030
+

FORMAT 2)

YOUR NAME
1930 - 2030
+
YOUR NAME
1930 - 2030

FORMAT 3)

LASTNAME
YOUR NAME
1930 - 2030
+
LASTNAME
YOUR NAME
1930 - 2030

FORMAT 4)

LASTNAME
YOUR NAME
1930 - 2030
+
YOUR NAME
1930 - 2030

FORMAT # _____

PRINT CLEARLY

				—				
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(Year of Birth)

(Year of Death)

(Additional inscription or symbols if desired)



PRINT CLEARLY

				—				
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(Year of Birth)

(Year of Death)

(Additional inscription or symbols if desired)