

**GARDEN OF MEMORIES MEMORIAL PARK & CHAPELS, INC.**

**COMPLIANCE REQUIREMENTS**

JOB ORDER NO.: \_\_\_\_\_

NAME OF DECEASED: \_\_\_\_\_  
FIRST NAME MIDDLE NAME SURNAME

DATE OF INTERMENT: \_\_\_\_\_ DAY / TIME \_\_\_\_\_

LOCATION: \_\_\_\_\_

REMARKS: \_\_\_\_\_

JOB ORDER RELEASED BY:

\_\_\_\_\_  
MARKETING DEPARTMENT

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

JOB ORDER RECEIVED BY:

\_\_\_\_\_  
PARK OPERATIONS MANAGER  
(SIGNATURE)

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

\_\_\_\_\_  
PARK OPERATIONS STAFF  
(SIGNATURE)

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

GARDEN OF MEMORIES MEMORIAL PARK AND CHAPELS INC.  
**COMPLIANCE REQUIREMENT**  
INTERMENT SERVICES \* MEMORIAL LOT

[TO BE ACCOMPLISHED COMPLETELY (typewritten or handwritten). DO NOT LEAVE ANY ITEM IN BLANK.  
THIS FORM MUST BE DULY SIGNED BY AUTHORIZED OFFICER/EMPLOYEE AS REQUIRED UNDER ITEM STATED.]

1. Name of Deceased \_\_\_\_\_  
FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_ SURNAME \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Death \_\_\_\_\_ Funeral Parlor \_\_\_\_\_  
[to furnish us a copy of death certificate and burial permit (if serviced by other funeral company)  
(and exhumation and re-burial permit for bone transfer from the cemetery)]

2. Informant's Full Name \_\_\_\_\_ Relationship to the Deceased \_\_\_\_\_  
Informant's Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_

3. JOB ORDER: LOCATION OF LOT NO. \_\_\_\_\_ Phase \_\_\_\_\_ Garden \_\_\_\_\_ Court \_\_\_\_\_  
Section \_\_\_\_\_ Type \_\_\_\_\_ Block \_\_\_\_\_

3.A. Name of Lot Owner \_\_\_\_\_ Address \_\_\_\_\_  
3.a.1. Contract No. \_\_\_\_\_  
3.a.2. Title No. (Usufructuary) \_\_\_\_\_ = = (Must be presented for record entry)

3.B. Date of Interment \_\_\_\_\_ Time \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

3.C. DEPTH: \_\_\_\_\_ 1st Interment \_\_\_\_\_ 2nd Interment \_\_\_\_\_  
Above Ground (crypt) Interment \_\_\_\_\_ Reserve Vault \_\_\_\_\_ Bone Crypt \_\_\_\_\_  
Transfer within the Park \_\_\_\_\_ Fresh Interment \_\_\_\_\_ Bone Transfer \_\_\_\_\_ Ash Interment \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.D. Interment Fees / Other Fees  
3.d.1. Interment Fees Php \_\_\_\_\_ OR No. \_\_\_\_\_ Date \_\_\_\_\_  
3.d.2. Transfer Fees Php \_\_\_\_\_ OR No. \_\_\_\_\_ Date \_\_\_\_\_  
3.d.3. Flat Marker Php \_\_\_\_\_ OR No. \_\_\_\_\_ Date \_\_\_\_\_  
3.d.4. Memorial Lot Php \_\_\_\_\_ OR No. \_\_\_\_\_ Date \_\_\_\_\_  
3.d.5. Other Charges Php \_\_\_\_\_ OR No. \_\_\_\_\_ Date \_\_\_\_\_

3.E. Crypt Construction  
3.e.1. Pier & Reserve Vault Date Started \_\_\_\_\_ Time \_\_\_\_\_  
Date Finished \_\_\_\_\_ Time \_\_\_\_\_  
3.e.1.a Park Employees \_\_\_\_\_  
Name in Print & Signature \_\_\_\_\_ Name in Print & Signature \_\_\_\_\_ Name in Print & Signature \_\_\_\_\_  
3.e.2. Above Ground Crypt Name of Contractor [Full Name] \_\_\_\_\_  
Date Started \_\_\_\_\_ Date Finished \_\_\_\_\_  
3.e.3. Pier Only Date Started \_\_\_\_\_ Time \_\_\_\_\_  
Date Finished \_\_\_\_\_ Time \_\_\_\_\_  
3.e.1.a Park Employees \_\_\_\_\_  
Name in Print & Signature \_\_\_\_\_ Name in Print & Signature \_\_\_\_\_ Name in Print & Signature \_\_\_\_\_

4. Casket: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_  
Metal \_\_\_\_\_ Wood \_\_\_\_\_ Local \_\_\_\_\_ Imported \_\_\_\_\_

Information Given By: \_\_\_\_\_ Date/Time \_\_\_\_\_

5. Flat Marker / Job Order No. \_\_\_\_\_  
5.A. Epitaph No. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please write/type full details of Epitah)

5.B. Noted By: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
Name in Print & Signature)

5.C. RECEIVED BY (Park Operations Department)  
\_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
Name in Print & Signature)