

**Forest Lawn Texas, LLC.**  
8601 Almeda Genoa Road Houston, TX 77075  
713-991-2313 Fax: 713-991-7253

**DATE:** 01/01/2022

**TO:** Outside Marker Vendors

**FROM:** Kyndel Moore (kmoore@plcorp.com) Memorial Desk

**RE:** (1) Delivery of markers to Forest Lawn Cemetery  
(2) Installation of markers by outside vendors  
(3) Marker Setting Fee and Re-setting fee

Outside Dealers who sell our families markers must accept the liability and responsibility of ensuring the quality of the markers and of following up when there are issues and concerns. Forest Lawn Cemetery is not responsible for markers sold by outside vendors and will refer families with concerns back to the dealer.

Forest Lawn Cemetery has established specifications for the style, sizes, quality and installation of markers installed in our cemetery. Forest Lawn Cemetery requires all dealers who sell markers for use in Forest Lawn Cemetery to comply with the same specifications, procedures and standards set by Forest Lawn Cemetery for our own products. Dealers are required to be registered with Forest Lawn Cemetery and provide proof of liability insurance. These procedures conform to industry practice and the established rules and regulations of Forest Lawn Cemetery.

Enclosed is a packet of information for outside marker dealers. It includes the following items:

- (1) General Information Sheet outlining the approval process; general marker specifications; time frame for delivering or installing markers, etc.
- (2) Marker Approval Form This form must be approved prior to ordering the marker to ensure that it is acceptable under Forest Lawn Cemetery requirements.
- (3) Dealer Registration Form
- (4) Hold Harmless Statement This form must be submitted by any dealer who wants to install a marker in Forest Lawn Cemetery.
- (5) Rules & Regulations for Markers and Grave Decorations

**IMPORTANT:** The following must be complete prior to delivery of a marker:

- ☐ Written approval from Forest Lawn Cemetery for the marker & its installation
- ☐ Full payment of the stake-out & inspection fee
- ☐ Proper signature from the interment rights owner
- ☐ Dealer Registration
- ☐ Signed Hold Harmless statement and or other waivers needed as per management.

**Forest Lawn Cemetery reserves the right to refuse delivery or installation of a marker from vendors who fail to comply with any of these policies or to install markers if the purchaser's account has a balance.**

## **GENERAL INFORMATION FOR OUTSIDE DEALERS**

### **Marker Pre-Approval**

All markers installed in Forest Lawn must comply with the size, type, and quality specifications set forth in Forest Lawn Cemetery's Rules and Regulations. All outside dealers requesting for permission to install a marker themselves are required to submit to Forest Lawn Cemetery the appropriate request for approval. The completed form must include a sketch that details the design and dimensions of each marker. **Please submit questions, prior to ordering marker. Forest Lawn Cemetery will not be responsible for marker orders that are not approved. Forest Lawn Cemetery will fax/email a signed approval form to the dealer within seven days of receipt.** Forest Lawn Cemetery will NOT allow one to be installed on a space that is not paid in full or where any fees are outstanding.

### **Marker Specifications:**

Bronze markers may contain no more than 2-½ % lead & 5% zinc & no less than 87% copper & 5% tin. Granite bases must be four inches thick (ledger must be six inches thick); have minimum two inch & maximum four-inch border around bronze (ledger excepted); polished top; balanced rock pitched sides or sawn side and may contain no words or designs. **See Forest Lawn Cemetery's Rules & Regulations for the complete specifications (including min/max sizes for markers) allowed.**

### **Registered Dealer:**

Only dealers registered with Forest Lawn Cemetery will be permitted to set markers in Forest Lawn Cemetery. Registered dealers may not sub-contract installations of markers in Forest Lawn Cemetery. Forest Lawn Cemetery does not accept any Online Vendor Markers.

### **Dealer Installation Time Frame:**

Installations can be scheduled Monday-Friday, 9:00-12:00 and 1:00-3:00 PM. A dealer must submit a 72 Hour Notice to establish an appropriate time to deliver or install a memorial with Forest Lawn Cemetery. NOTE: **Installation may not take place during a funeral service. Forest Lawn Cemetery does not accept third party deliveries for example, FedEx, UPS, or any other trucking company dropping off directly from the manufacturer.**

### **Marker Installation & Maintenance Fee:**

Forest Lawn Cemetery charges a fee to outside marker companies for the installation and maintenance of markers and related services equal to the amount published by Forest Lawn for such installation. Dealers who install markers themselves will be charged a stake-out fee & inspection fee. If for any reason a property owner is dissatisfied with a marker after Forest Lawn Cemetery has set it and Forest Lawn Cemetery must remove it and reset it later, Forest Lawn Cemetery will charge the marker dealer twice the current installation fee plus any shipping. The dealer must pay this bill prior to Forest Lawn Cemetery replacing the marker.

### **Breakdown of Forest Lawn Cemetery's Fees**

+ Stake-out fee: \$225.00

+ Inspection fee: \$25.00

**Total: \$250.00**

### **Summary:**

- (1) Markers may be set only on interment spaces that are fully paid for.
- (2) Only pre-approved markers that meet Forest Lawn Cemetery specifications will be installed.
- (3) Only "registered dealers" may personally install markers in Forest Lawn Cemetery.
- (4) Under no circumstances does Forest Lawn Cemetery accept third party deliveries.

### **Procedure Guidelines for Outside Marker Companies**

First, call Forest Lawn Cemetery to verify that your company is registered with us, and that we have the most current liability information (if your company will be installing the marker).

While the family is meeting with you, fill out the marker application form, and have the family sign the form where indicated. You may also feel free to call us, and our marker staff will be more than happy to assist you over the phone.

We recommend that you send in the marker application form as soon as you meet with the family, to ensure that our marker staff has plenty of time to process the paperwork. **Please submit questions and the application, prior to ordering marker. Forest Lawn Cemetery will not be responsible for marker orders that are not approved. Forest Lawn Cemetery will fax/email a signed approval form to the dealer within seven days of receipt.** Forest Lawn Cemetery will NOT allow one to be installed on a space that is not paid in full or where any fees are outstanding.

Prior your company's installation of the marker on FLC grounds, please call to verify that 1) we are in receipt of your paperwork, and 2) we have received your payment. **We will not permit a marker to be installed if the paperwork is not complete and/or the payment has not been received.**

At this time, you can schedule an appointment to install the marker. Please bear in mind that we have constantly have new services being called in, sometimes on very short notice. While we request that you schedule an appointment for the installation, we also remind you that any services scheduled may require your appointment to be postponed temporarily. Please call the day before your scheduled installation to confirm that your appointment time is still available.

If your company will be installing the marker, please stop by the office prior to the installation, so that the marker staff can inspect the marker and verify the installation process. In addition, during installation of the marker, if the location has a temporary marker, please place the temporary marker immediately below the new permanent marker, NOT on the side of the space, as this can cause unnecessary confusion with the family regarding the location of their loved one.

If you have any questions or concerns regarding the procedures and policies for installing the marker, please feel free to call the office and we will be more than happy to assist you. We also highly recommend that you thoroughly read the "General Information" handout for marker dealers, as well as the cemetery's "Rules and Regulations" handout.

# **Registration for Outside Dealers**

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

OUTSIDE DEALER: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

I \_\_\_\_\_ understand that \_\_\_\_\_ must  
Representative Company  
register with Forest Lawn Cemetery, Inc., before delivery and/or installation of an  
outside marker. We will pay the onetime fee of \$75 and show proof of insurance.  
We also understand that we must keep insurance current if we plan to deliver  
and/or install markers in the future. We have read the rules and regulation and  
will  
comply.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
FLC Representative

\_\_\_\_\_  
Signature



# Forest Lawn Texas, LLC.

8601 Almeda Genoa Road Houston, TX 77075

713-991-2313 Fax: 713-991-7253

## MARKER APPROVAL APPLICATION FORM Date: \_\_\_\_\_

**EFFECTIVE:** (For outside marker dealers who want to deliver to or install a marker in Forest Lawn Cemetery. Dealers must fill out all sections of the form and include a detailed sketch of the marker.)

Marker \_\_\_\_\_ Contact \_\_\_\_\_  
Company: \_\_\_\_\_ Person: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Street/City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

☐ We request authorization for us to install a marker on the grave of \_\_\_\_\_.  
Location: Garden \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Space \_\_\_\_\_

**Description of marker & base:** Manufacturer: \_\_\_\_\_  
Size of Bronze: \_\_\_\_\_ Size of Granite: \_\_\_\_\_ Granite Color: \_\_\_\_\_

☐ With Vase

☐ Without Vase

Marker layout design detailed in box provided or on attached separate paper.

(Design must be included for approval)

We, the undersigned, certify that the above information is correct and agree to conform to the Rules and Regulations of Forest Lawn Cemetery of Houston, Inc.

\_\_\_\_\_  
Registered Dealer— (Representative 's signature)

\_\_\_\_\_  
Signature of lot owner and/or next of kin\*\* of deceased

Print name: \_\_\_\_\_

**Office Use** Date \_\_\_\_\_

This request is ☐ Approved. ☐ Denied.

Reason for denial \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of FLC Representative

\*Price quoted only valid 30 days following approval\*

Inspection fee: \$ 25.00 ☐

Stakeout fee: \$ 225.00 ☐

Registration fee: \$ 75.00 ☐

TOTAL: \$ \_\_\_\_\_

Pd. \_\_\_\_\_ Dated: \_\_\_\_\_

**HOLD HARMLESS FORM**

For Outside Marker Dealers  
**who want to install their markers themselves?**  
in Forest Lawn Cemetery

I, \_\_\_\_\_, an approved registered dealer, request to deliver and/or to install myself a bronze marker and granite base for the following:

Deceased: \_\_\_\_\_ Interred: \_\_\_\_\_

Location: Section \_\_\_\_\_, Lot # \_\_\_\_\_, Block \_\_\_\_\_, Space # \_\_\_\_\_ of Forest Lawn Cemetery, 8601 Almeda-Genoa Road, Houston, TX 77075.

I, the undersigned "Registered Dealer," release Forest Lawn Cemetery of Houston, Inc., from any and all liability for any property damage or bodily injury that may occur related to or caused by my installing the above noted marker. Further, I accept full responsibility and liability for any individual(s) injured during the installation process and I accept full responsibility and liability for any damage to the marker, the granite base, any photographs and/or photograph holders on the marker, as well as any damage to the cemetery grounds, roads, shrubbery, features, trees or equipment, as well as any damage to any other markers, vases, bases, or any other property in Forest Lawn that occurs as a consequence of my installing the marker on the above stated grave.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Print Name of Registered Dealer (company) \_\_\_\_\_

\_\_\_\_\_  
Signature of authorized representative of Registered Dealer

\_\_\_\_\_  
PRINT name of representative

**Waiver for Markers**

I, \_\_\_\_\_, the lot owner, hereby release Forest Lawn Cemetery of Houston, Inc. from any responsibility for the accuracy, condition, or loss regarding any marker/monument and the off-loading and installation of said product, and understand that the Cemetery will not bear the cost of repair or replacement of any marker/monuments, nor will the Cemetery will not bear the cost of repair or replacement of any items attached to a marker/ monument, should any damage occur for any reason.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Print Name of Lot Owner \_\_\_\_\_

\_\_\_\_\_  
Signature of Lot Owner

Print Name of Registered Dealer (company) \_\_\_\_\_

\_\_\_\_\_  
Signature of authorized representative of Registered Dealer

\_\_\_\_\_  
PRINT name of representative

**Waiver for Portraits on Markers**

I, \_\_\_\_\_, the lot owner, hereby release Forest Lawn Cemetery of Houston, Inc. from any responsibility and understand that the Cemetery will not bear the cost of repair or replacement of any items attached to the marker/monument or crypt should any damage occur for any reason.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Print Name of Lot Owner \_\_\_\_\_

\_\_\_\_\_  
Signature of Lot Owner

Print Name of Registered Dealer (company) \_\_\_\_\_

\_\_\_\_\_  
Signature of authorized representative of Registered Dealer

\_\_\_\_\_  
PRINT name of representative



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

## **72- HOUR NOTICE**

IN COMPLIANCE WITH THE RULES AND REGULATIONS FOR **INSTALLTION** IN **FOREST LAWN CEMETERY**. CONSIDER THIS AS WRITTEN NOTICE OF INTENT FOR **INSTALLTION** FOR:

DECEASED NAME: \_\_\_\_\_

SECTION: \_\_\_\_\_ LOT: \_\_\_\_\_ SPACE(S): \_\_\_\_\_

VENDOR WILL ARRIVE ON: \_\_\_\_\_ AT : \_\_\_\_\_ ( a.m. / p.m.)

\_\_\_\_\_  
MEMORIAL DEALER

\_\_\_\_\_  
DATE

**\*\*PLEASE NOTE IF YOU DO NOT SHOW THE DAY  
YOU SCHEDULED THE STAKE OUT, A REFLAGGING  
FEE WILL APPLY.\*\***