

How to Purchase a Memorial Plaque:

- Read the **Policies and Procedures**, available at www.cokercolumbarium.org.
- Obtain the pricing information from the **Schedule of Fees** on the website.
- Print the **Application and Purchase Agreement Regarding Memorial Plaque Rights** from the website.
- Read the full agreement before completing.
- Page 1:
 - Initial that you have read the Policies and Procedures.
 - Complete the Purchaser section with your name and contact information.
 - Complete the Alternate Contact section with the name and contact information of the individual to be contacted in the event of the Purchaser's incapacity or death.
 - Complete the Date and Purchase Price.
- Page 2:
 - Complete the Inscription section for the individual to be listed first on the plaque.
 - Complete the Inscription section for the individual to be listed second on the plaque.
 - Complete the date and sign your name.
 - Mail or take the completed form to Gail Hatcher, Coker's Director of Care and Senior Adults, along with your check, or you can pay online using the Donate Now section of www.coker.org.
- Gail will contact you about the Memorial Plaque you are purchasing and will complete and sign the agreement for the church.
- You will receive a copy of the signed agreement.