

FUNERAL SERVICE AGREEMENT



Russell Firth

Integrity  Funerals

**Funeral Service Agreement**

COMPANY		FUNERAL NUMBER	
DECEASED NAME			
DATE OF DEATH		DATE OF BIRTH	AGE
ADDRESS			POSTCODE
PLACE OF DEATH		TRANSFER FROM	
NORMAL DOCTOR/CORONER			PHONE NO
ADDRESS			
<b>FUNERAL DETAILS</b>	DAY	DATE / /	TIME
			<input type="checkbox"/> BURIAL <input type="checkbox"/> CREMATION
FUNERAL VENUE			
ADDRESS			
CREMATORIUM / CEMETERY		TIME	<input type="checkbox"/> CHAPEL SERVICE <input type="checkbox"/> NSNA
GRAVE DETAILS			<input type="checkbox"/> NEW <input type="checkbox"/> REOPEN <input type="checkbox"/> RESERVED
<b>VIEWING DETAILS</b>	DAY/DATE	PLACE	TIME
SERVICE BY		PHONE NO.	
COFFIN/CASKET		ATTENDANCE BOOK	
FLOWERS			
DELVIER TO		TIME	FLORIST
FAMILY CARS TO			TIME DUE
FAMILY CARS TO			TIME DUE
ADVERTISING PUBLICATION			DATE / /
ADVERTISING PUBLICATION			DATE / /
ADVERTISING PUBLICATION			DATE / /
CATERING PLACE			GUESTS No
MUSIC			
DVD PRESENTATION			
FUNERAL STATIONERY			NUMBER
JEWELLERY		DATE RECEIVED	DATE RETURNED
CLOTHING		DATE RECEIVED	DATE RETURNED
FAMILY BEARERS			
PRE-ARRANGEMENT / PRE-PAYMENT DETAILS			
<input type="checkbox"/> RSL SERVICE	<input type="checkbox"/> FLAG/PALL	<input type="checkbox"/> LAST POST	<input type="checkbox"/> POPPIES
<input type="checkbox"/> MASONIC SERVICE			
SPECIAL INSTRUCTIONS			BOOKED
SOURCE			

**Funeral Service Agreement**

<b>FUNERAL COSTS AND SCHEDULE OF CHARGES</b>	
PROFESSIONAL FEES	
COFFIN OR CASKET	
TYPE (_____)	
ATTENDANCE BOOK	
TYPE (_____)	
AFTER HOURS TRANSFER COSTS	
AFTER HOURS VIEWING COSTS	
MOURNING CARS	
MORTUARY PREPARATION	
<b>SCHEDULE OF DISBURSEMENTS</b>	
CREMATION FEES	
CEMETERY FEES	
CREMATION PERMIT	
MEDICAL CERTIFICATES	
CLERGY/CELEBRANT OFFERING	
<b>PRESS NOTICES (ESTIMATE ONLY)</b>	
FLORAL TRIBUTES	
CERTIFIED DEATH CERTIFICATE NO.	
CATERING	
FUNERAL STATIONERY	
MUSICIANS / SINGERS	
VIDEO / PHOTOGRAPHY	
DVD PRESENTATION	
METAL OR ZINC LINERS	
PACKAGING	
EMBALMING	
FREIGHT RATE/KG (ESTIMATE)	
OTHER	
<b>ADMINISTRATION FEE</b>	<b>\$250</b>
<b>SUBTOTAL</b>	
GOODS AND SERVICES TAX	
ESTIMATED TOTAL INCLUDING GST	
<b>RECEIVED BY</b>	
PRE-PAID FUNERAL PLAN	
RECEIPT NO.	
DATE	
<b>LESS PAYMENTS RECEIVED</b>	
RECEIPT NO.	
DATE	
<b>BALANCE DUE (ESTIMATE ONLY)</b>	

<b>COMMISSIONER DETAILS</b>	
NAME	
RELATIONSHIP	EXECUTOR YES/NO
ADDRESS	
	P/C
POSTAL ADDRESS	P/C
PHONE NO	MOBILE NO
EMAIL	
<b>PAYMENT DETAILS</b>	
ACCOUNT TO	
ADDRESS	
	P/C
PHONE	RELATIONSHIP
EMAIL	
<b>TIME FRAME OF PAYMENTS</b>	
DEPOSIT DUE	AMT \$
FINAL PAYMENT DUE	AMT \$
<b>PRE-PAID FUNERALS &amp; INSURANCES</b>	
CONTRACT NO.	
TYPE	VALUE \$
<b>DIRECT DEPOSIT DETAILS: WESTPAC BANKING CORPORATION</b>	
INTEGRITY FUNERAL SERVICES PTY LTD	
BSB 034 292 ACCOUNT NO. 373 639	
TYPE OF CARD <input type="checkbox"/> BANKCARD <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA	
NAME ON CARD	
AUTH. NO.	EXPIRY DATE /
CARD NO. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<b>FUNERAL AGREEMENT</b>	
I/We the undersigned agree that I/we have read and understand the Schedule of Costs mentioned in this funeral provision contract. As the commissioner of this agreement I/we understand, accept and authorise these arrangements and agree to accept the costs for services provided as well as disbursement as set out in the above mentioned schedule of charges.	
We authorise Russell Firth Integrity Funerals to facilitate all necessary preparations of the deceased person in accordance with industry ethical standards and codes of conduct.	
I/We authorize Russell Firth Integrity Funerals to undertake all mortuary procedures necessary and helpful for the sanitization and presentation of the deceased in consideration for the safety and wellbeing of myself, the staff of Russell Firth Integrity Funerals, family members or any other person who may lawfully and properly attend upon the deceased during the time frame of the memorial event.	
PRINT NAME	
SIGNATURE	DATE
CONSULTANT	
WITNESSED	DATE

## EXPLANATION OF OUR PROFESSIONAL FEES

- The following are just some of the services provided within our professional fees.
- Safe, secure, gentle and ethical care of your loved one in secured premises.
- Private facilities for viewing of your loved one within business hours.
- Conducting, managing and attending to your loved ones funeral at the place of your family's choice.
- The use of our superbly appointed chapel at Tonga Place, Parkwood and its refreshment facilities.
- Liaising with clergy or celebrant, crematoria and cemetery facilities, florists, newspaper publications, musicians and caterers.
- Attending to registration of the deceased and adhering to local government regulatory bodies and their statutory requirements.
- Secure and professional transportation of your loved one during business hours from the place of death into our care.
- Ongoing care and support for your family in the future as the need arises.  
(Introduction of qualified grief counsellors and the provision of literature.)

## EXPLANATION OF OUR PAYMENT TERMS

1. Russell Firth Integrity Funerals is a member of the Australian Creditors Association. As such we manage our accounts in a professional manner and reserve the right to charge interest at the rate set out in the Local Courts (Civil Claims) Act if an account remains unpaid for more than thirty (30) days. We also reserve the right to retain a debt collection agent and to add debt collection commission charges to the account.
2. Payment of this account is not subject to the granting of probate, or reimbursement from any Workers Compensation claim, Insurance Fund or any Government Department eg. Social Security or Veteran Affairs.
3. All line items are exclusive of GST which is added to the subtotal.
4. Our payment terms require a 50% deposit prior to the funeral service taking place, except by management approval.
5. We will issue a final account on completion of the funeral service.
6. An Administration Fee of \$250.00 (plus 10% GST) is charged to the account. This fee can be deducted from the account if the full amount is paid within fourteen (14) days from the date of the funeral service. In the event that the account is not paid in full within fourteen (14) days from the date of the funeral service the Administration Fee of \$250.00 (plus 10% GST) is not refundable.

Russell Firth

Integrity  Funerals

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Integrity Funeral Services Pty Ltd ABN 74 154 640 427 Member of the Australian Funeral Directors Association