

# PRIME CREMATION

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PHONE: 250-545-7944 FAX: 250- 558-0882

## Online Arrangement Instructions

Thank you for selecting Prime Cremation. For your convenience you may now complete all the Final Arrangements on line and via fax. Before you begin you must contact Prime Cremation (250) 545-7944 prior to completing these forms and we will issue you a file number required to begin the arrangement process.

Once you have the file number print off the instructions and refer them as you complete the forms. After reviewing the instructions complete all the forms thoroughly, and then sign and or initial where required. Please feel free to call us if you have questions or require clarification on any of the forms. Return all the forms to us via fax at (250) 558-0882.

Once we have received the forms one of our Licensed Funeral Directors will contact you by phone or at the start of the next business day. At any time you are welcome to contact us via telephone.

**\*Important\*** The following forms must be completed by the person who has the Right of Disposition. The Right of Disposition is found on page 2 of the Cremation Authorization form. Please consult this document. You must include a photocopy of your driver's license or government issued photo ID with your forms.

**Following is a description of each form in the process:**

### **Notification of Death**

This form provides us with the basic information required to start the cremation arrangement process. Here you provide us with the most important information on who has died, where the death occurred and important contact information such telephone and email addresses for the next of kin. At the bottom of this form please provide payment information. Prime Cremation accepts Visa and MasterCard. We can mail or email the receipt.

### **Release and Transfer Form**

This simple form allows us to transfer the deceased from the place of death. Simply include the facility/location of death, the name of the deceased, your relationship as the Right of Disposition holder and signature. If we have already transferred the deceased from a private residence or care facility (any place other than a hospital) you still required to complete this form for our records.

### **Vital Statistics Registration of Death**

This form is required to register all deaths in the Province of British Columbia. Once this form is complete the funeral director will register the death with the Provincial Government. Once complete we will issue all the required permits and Death Certificates. The Death Certificates will be returned with the Cremated Remains. On this form the 'informant' section is completed and signed by the Right of Disposition Holder.

### **Authorization for Cremation**

Along with the Government issued permits this form authorize the deceased to be cremated at Pacific Crematorium. It asked basic information about the deceased such as height and weight and important medical conditions present at the time of death, what possessions they have with them, and how the cremated remains are to be handled. It explains the cremation process in great detail. While it should not substitute for the advice of a licensed funeral director

it provides families with a good understanding of how the process takes place from start to finish. Due to its size this form will print out on four (4) pages. Review and initial paragraphs 1–6 on page 1 and provide signature on page 2.

### **Funeral Goods and Services Contract**

Here you will select a number of items including how many death certificates you require, what type of urn you wish to select. Once completed the contract will finalize your amount. That amount will be charged to the credit card information provided. The purchaser can be different than the individual authorizing the final arrangement. At the top of the contract you will see space for the person authorizing and the person purchasing the contract. This purchaser must be the same as the credit card holder. Once payment has been processed we will provide you with a receipt and a copy of your signed contract when the cremated remains and Death Certificates are returned to you. If required the receipt and contract can also be mailed or emailed to the purchaser. Any additional charges made to the account must be confirmed and paid for by the purchaser at the time of ordering.