

# CALDWELL MONUMENT --- COMPANY

## **Please Read & Follow the instructions for Cemetery Engraving ONLY**

1. Complete the Cemetery Engraving OrderForm & Print it for your signature.
2. Make sure that it is accurate with Names and Dates. Color and size are helpful as well.
3. We do need to know where in the cemetery it is located.
  - A. You may want to draw a picture of the cemetery in the bottom right hand corner
  - B. You might be able to locate a picture of the cemetery by using the internet link "Find-a-Grave" and print a map from their website
  - C. Or write out the section, lot, and space numbers if applicable for the cemetery
4. When you have completed the form, please sign at the bottom left, giving us your Signature of Approval to proceed with the work; engraving what you have put on the form in the "boxed" area
5. Call or email us to find out the pricing of the work to be done. Please specify if it is a granite or bronze memorial. Payment must be in full prior to work being done.
6. Mail or Email us the Completed & Signed Form with your payment in full for us to proceed with the requested work.

### **Please make checks payable to:**

**Caldwell Monument Company 3047 W State Road 18 Kokomo, IN 46901**

7. We will complete the work in approx. 4-6 weeks (dependent upon the weather)
8. You will be notified when the work is completed. Please make sure your contact information is on the form including your phone number.

If you have any questions you can call us at 765-459-8480 or 1-800-551-3837; or email us: [office@caldwellmonument.com](mailto:office@caldwellmonument.com).

Sincerely,

*TheCaldwellFamily*

3047 West State Road 18 Kokomo, IN 46901

Phone (765) 459-8480 Fax: (765) 459-8829 Toll Free: (800) 551-3837

[office@caldwellmonument.com](mailto:office@caldwellmonument.com)

[www.caldwellmonument.com](http://www.caldwellmonument.com)

