

Beechwood Funeral Service Arrangement Information Sheet

We know how difficult and stressful this time is for you and your family. We want to assure you we are here to help. We want to assist you with organizing and preparing the required information for funeral/final arrangements, as well as with ensuring the services provided are in keeping with your needs and thoughts.

We will start by confirming that the doctor has signed all the necessary documentation at the location where the death has occurred. Afterwards, with your permission, we will transfer your family member into our care. For respect and efficiency, this can be done prior to our meeting, and your permission can be given over the phone - no signature is required.

REQUIRED INFORMATION ON THE DECEASED/RECIPIENT

1. LAST NAME		(MAIDEN)	2. SOCIAL INSURANCE NUMBER	
3. FIRST AND MIDDLE NAMES				SEX (M OR F)
4. DATE OF DEATH (D-M-Y)	5. DATE OF BIRTH (D-M-Y)	6. CITY AND PROVINCE WHERE BORN (IF OUTSIDE OF CANADA, STATE THE COUNTRY)		
7. AGE AT TIME OF DEATH	IF LESS THAN A YEAR (MONTHS AND DAYS)	IF LESS THAN A DAY (HOURS AND MINUTES)		
8. PLACE OF DEATH (NAME OF FACILITY OR LOCATION)				
<input type="checkbox"/> HOSPITAL <input type="checkbox"/> NURSING HOME <input type="checkbox"/> RESIDENCE <input type="checkbox"/> OTHER				
CITY, TOWN, VILLAGE OR TOWNSHIP			REGIONAL MUNICIPALITY, COUNTY OR DISTRICT	
9. NAME OF PHYSICIAN CORONER WHO PRONOUNCED DEATH (IF KNOWN/OPTIONAL)			10. MARITAL STATUS	
11. LAST NAME, FIRST AND MIDDLE NAMES OF THE DECEASED'S SPOUSE OR PARTNER				(MAIDEN)
12. TYPE OF WORK DONE MOST OF WORKING LIFE			13. TYPE OF BUSINESS OR INDUSTRY	
14. RESIDENTIAL ADDRESS (STREET NUMBER AND NAME, CITY, PROVINCE, POSTAL CODE)				
15. FATHER'S, BIRTHPLACE			16. FATHER'S NAME (LAST, FIRST)	
17. MOTHER'S, BIRTHPLACE			18. MOTHER'S MAIDEN NAME (LAST, FIRST)	

EXECUTOR & NEXT OF KIN, INFORMANT, FAMILY CONTACT

①	NAME:	RELATIONSHIP:
ADDRESS:		
)	ALTERNATE)	PREFERRED LANGUAGE:
<input checked="" type="checkbox"/>	E-MAIL	
②	EXECUTOR: SAME AS ABOVE	RELATIONSHIP:
ADDRESS:		
)	ALTERNATE)	REFERRED LANGUAGE:
<input checked="" type="checkbox"/>	E-MAIL	

Making the Arrangement

We will have a Funeral Director establish an appointment with you. The Funeral Director will help you make all the necessary arrangements during this one and a half to two hour appointment.

If you also need to meet with a cemetery counsellor, we can make these arrangements. You can anticipate one and a half hours to purchase a new family lot; or half an hour to organize and authorize the opening and preparations for an existing family lot.

Please note, that if any of this information is not available, it will not hinder the arrangement or funeral process. We will complete the form as fully as possible, and everything will proceed under our care.

The estate trustee (executor of the deceased's estate) should be making these arrangements. If this is not possible, please speak to a Funeral Director. In the absence of a will, the next-of-kin is required to present at the time of the arrangements.

Ensuring Proper Clothing

Depending on the type of final arrangements you have in mind, this may dictate the clothing you wish to bring in. It does not have to be formal (business attire), casual is perfectly fine (sweater or jeans). Regardless if you plan on public viewing (open casket), or private viewing for family members only, it is appropriate to bring in clothing of your choosing.

Preparing the Obituary

You may find it helpful to prepare a draft of a newspaper notice/obituary/editorial tribute before coming in. You may send it in advance of coming in, allowing our Funeral Director to have it for editing and adding the final details. If you wish to have a picture included with the obituary, you can choose it now or before publishing.

Our Promise to You

We always understand that this is a difficult time and that most people are not experienced in funeral and cemetery planning. We are here to provide you with everything you need to make the right decision for you and your loved ones.

If you have any questions or concerns, please do not hesitate to contact us directly.

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