



Order Form for Memorial (customized shapes)

Please send a signed copy of this form by post or as scanned / photographed attachment in an email

To: A Touch of Stone Limited 41 Trotter Road, Twyford RD 5 Hastings 4175	Tel: 0800 55 2867 E-Mail: atos@atos.co.nz
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Date:	<input style="width: 100%;" type="text"/>	Name of the Deceased Person:	<input style="width: 100%;" type="text"/>
Full Name:	<input style="width: 100%;" type="text"/>	Unveiling Date:	<input style="width: 100%;" type="text"/>
Address: (no PO boxes)	<input style="width: 100%;" type="text"/>	Needed By:	<input style="width: 100%;" type="text"/>
Phone:	<input style="width: 100%;" type="text"/>	Cemetery:	<input style="width: 100%;" type="text"/>
Fax:	<input style="width: 100%;" type="text"/>	Is cemetery public or private (urupa)?:	<input style="width: 100%;" type="text"/>
E-mail:	<input style="width: 100%;" type="text"/>	Date of Death:	<input style="width: 100%;" type="text"/>
		Funeral Home:	<input style="width: 100%;" type="text"/>

Please take some time to go through the checklist in this order form or get us to fill it out for you. For any questions please do not hesitate to contact us.

Quotation / Order Details

Memorial

Headstone type, size and material:

Inscription: 120 engraved and coloured letters included. Every extra letter \$ 1.60.

Base type, size and materia (dimensions of base need to be according to cemetery regulations):



Remarks and details

Permit:

If public cemetery: ATOS to apply for permit (costs for permit will be added to this quote)
If private cemetery (urupa): Client to tell ATOS about maximum dimensions at least two days after order confirmation

Delivery / Installation / Pickup Details

Important: A Touch of Stone is not responsible for any damage, loss or unusual delays caused by the transport company. Please tick the following box if you wish to have your stone insured for loss or damage (please note that the extra costs for this insurance will be added to the final invoice).

Process / Feedback

Whenever we are working on customised memorials our most important goal is to create something you are happy with. We need to utilize our abilities as experts using our experience and intuition to carry out the work. In this case you give us artistic freedom to get to a finished piece of art. Artistic freedom guarantees an uninterrupted flow of inspiration while the process happens and enables us to create the most stunning results.

In some cases (before or after order confirmation) you have been presented with a drawing showing the expected result. However the work may be different from this preliminary design because things could be changed while work progresses. This is usually the approach artists choose when they create a piece of art. This also means that you agree to not influence the working process once it is started and you agree to an unknown outcome.

Please list your requirements if there is anything you want to have carried out in exactly the way described by you. (A Touch of Stone will make every effort to adhere to your instructions to produce a memorial / artwork meeting your needs)

However if you do require a different working schema we will send you a different order form. Please put a tick in the following box if that is the case.



Quotation Price and Payment Terms

Total including all of the above:

*50% deposit on order confirmation (other payment plans are available on request)
Full or remaining amount to be paid at least 7 working days before installation, pick up or delivery.*

All Prices include GST and are in New Zealand Dollars.

Our account number for internet banking is 01-0685-0223943-00 (ANZ), SWIFT Code: ANZBNZ22
Name of Account: A Touch of Stone Limited - Bank Address: ANZ Stortford Lodge, 1026 Heretaunga Street West, St Leonards, Hastings 4120

►► **IMPORTANT - Bank deposits & internet banking:** Please use your name (as under "full name") as reference ◀◀

Disclaimer

- Natural stone is not manufactured. Variation in pattern, structure, texture and "petrified cracks" in the material are likely. Any of these variations are possible depending on the stone. (Staining of certain types of natural stone is possible). Especially the treatment with unsuitable cleaning detergents and scrubs can leave stains, scratches and cause the inscription to fade. Please ask us for further information about your choice of stone. A Touch of Stone takes no responsibility for the wrong treatment of our stones.
- Designs are meant to give an indication of the general appearance of the finished piece. Variations may occur between a design and the finished work. An absolute resemblance cannot be guaranteed.
- The inside surface of engraved areas (e.g. sandblasted inscription or patterns) can be uneven and may vary in depth.
- If the installation is not included in this offer A Touch of Stone takes no responsibility for the monument to meet the expected requirements (obtaining an installation permit, required dimensions of the monument, choice of material, amount of dowel holes etc.) as they might be described in the bylaw of the cemetery where the client plans to have the stone installed.
- Some of the stones are not scratch resistant when the surface is scratched with a sharp steel blade. The scratches are permanent and can not be removed without resurfacing. We usually know the scratch resistance of all kinds of stone. Please contact us if you have got any questions about this.
- Shell inlays (if used on your memorial) need to be treated with a protection lacquer every two years by the client. This lacquer is available at our A Touch of Stone workshop. A Touch of Stone does not warrant any inlays that have not been treated with the lacquer in the above interval.
- A Touch of Stone will charge for storage costs of \$50 per month if the finished work is not claimed by the client after the planned unveiling date or if the client decides to postpone the unveiling. If the goods remain uncollected after two years past the unveiling date they may be disposed of in any such manner as A Touch of Stone considers appropriate. If the entry in the fields 'unveiling date' or 'needed by' reads 'asap' or is left blank the unveiling date is one year from the date this confirmation was signed.
- It is not the responsibility of A Touch of Stone to remind the client of any deadlines in this order form that need to be met by the client. If the client fails to meet those deadlines A Touch of Stone will:
 - o if possible, make decisions without the consultation of the client in order to move on with the work
 - o not be able to warrant that the work is finished on time. In a worst case scenario that means that the memorial is not going to be ready on the day needed.
- **Cancellation Policy:** A Touch of Stone reserves materials and resources once the order gets confirmed with your signature below. All orders require the deposit to be paid immediately after confirmation. Any deposits are a security that this contract will go ahead and are not refundable. Please be aware that this is a binding contract. Cancellations will not be accepted after confirmation and the deposit will have to be paid regardless.

By signing this form I confirm the order and agree to the terms and conditions outlined above.

Your Signature

Date