

FOR GRAVE MARKER PRODUCED BY AN OUTSIDE COMPANY

PLEASE NOTE: Processing a marker from an outside production company requires extra communication and additional handling within Ivy Lawn's processes. Consult Ivy Lawn Memorial Park's Rules & Regulations.

All markers are required to have at least a 1" sanded border.

Cemetery Policy	<p>Ivy Lawn requires receipt of a marker layout verifying:</p> <ul style="list-style-type: none"> • Size • Type of material • Inscription • Signed confirmation with all cemetery requirements prior to acceptance • NO polished borders in the design. • 1" sanded border required for safety and care reasons.
Required Documents	<p>Prior to acceptance or delivery, the deedholder and/or Authorizing Agent(s) agree to provide an "AUTHORIZATION" approving:</p> <ol style="list-style-type: none"> 1. Terms that provide authority and permission for cemetery to install the marker. 2. Verification of the specific location where the marker is to be set. 3. The cemetery's authority to accept delivery of the marker. 4. There are NO conditions to the acceptance and setting of the marker upon delivery.
Fees	<p>The following mandatory fees must be paid PRIOR to delivery or setting of the marker. Fees are paid directly to Ivy Lawn Memorial Park.</p> <ul style="list-style-type: none"> • Setting Fee for Each Marker: <ul style="list-style-type: none"> 28" x 16" x 3" or smaller \$500.00 40" X 16" x 3" \$600.00 • Endowment Care Fee for Each Marker: <ul style="list-style-type: none"> 28" x 16" or smaller \$400.00 40" x 16" \$500.00 • Production Administrative Fee \$300.00 • Design Review and Approval \$100.00 • Consultation Fee \$125.00 • Order Processing and Receiving \$100.00 • Delivery Acceptance Fee \$100.00 • Optional Fees: <ul style="list-style-type: none"> • Credit Card Fee Per Transaction (only if paid by credit card) ... 3% of transaction • Eternal Memorial Account (only if burial was prior to July 2012) \$250.00
Delivery	<ul style="list-style-type: none"> • At delivery, purchaser must sign a release to Ivy Lawn. • Delivery is by appointment only made directly with Ivy Lawn's office. • Ivy Lawn requires minimum 48 hour notice prior to delivery. • Deliveries only on Tuesday from 1:00-3:00 P.M. • Ivy Lawn will notify purchaser of delivery and will set marker within 2 weeks of delivery. • Ivy Lawn does not assist with delivery or unloading of product. • Agent/carrier must provide ACORD certificate showing Ivy Lawn as additional insured.
Purchaser Responsibility	<p>Ivy Lawn Memorial Park is NOT responsible if there is any damage to the product or if the product does not meet your expectations. The purchaser is responsible for all aspects of the marker from creation to delivery including all future issues with the product. Any follow up now or in the future must be handled by the purchaser. Ivy Lawn Memorial Park will not be able to assist you in any way.</p>

