PLAQUE ORDER FORM

PLAQUE DETAILS					
Date		**Surname**			
Portion No		**Plot No**		**Grave No**	
Plaque Type	Cast Raised Letter	**Design**			
Plaque Size	☐ Standard (380x230) ☐ Columbarium (150x180) ☐ Other				
Photo Tile	Yes / No	**Size**	5 X 7 or 10 X 13		
Border	Yes / No	**Type**			
Cross	Yes / No	**Type**		**Position**	Left / Right / Centre
War Insignia	Yes / No	**Type**		**Position**	Left / Right / Centre
Emblem/Picture	Yes / No	**Type**		**Position**	Left / Right / Centre

PLAQUE INSCRIPTION & LAYOUT
(7 lines included – additional lines cost extra)

CUSTOMER DETAILS			
Name		Contact No	
Address			
		Post Code	
Email			
Signature		Date	

OFFICE USE ONLY					
Received by		Receipt No		Amount	$ (including plaque fitting fee)
Quote Received		Customer Approval		Order No	
Plaque Received		Plaque Sent to Cemetery			

PRIVACY STATEMENT
The information collected on the Form will be used by Mount Isa City Council in accordance with the processing or assessment of your application. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Information Privacy Act 2009) or as required by law. This information may be stored in the Council database. The information collected will be retained as required by the Public Records Act 2002.

Mount Isa City Council
PO Box 815
MOUNT ISA QLD 4825
p. 07 4747 3200
f. 07 4747 3209
e. city@mountisa.qld.gov.au