

TO: CITY OF PENDLETON/OLNEY CEMETERY
 865 Tutuilla Rd., Pendleton, OR 97801
 Ph. 541-276-8100 fax 541-276-9789

FROM:

- Pioneer Chapel Burns/Pendleton
 Burns/Hermiston Memorial Monuments
 Wylie Monuments Other: _____

Date: _____

MONUMENT/MEMORIAL DELIVERY FORM

Installer/Stone Salesperson - please provide name on stone, size, type, anticipated arrival date and time in box below:

1. NAME(S) ON STONE _____ SIZE _____

2. TYPE FLAT SLANT UPRIGHT WITH BASE 3" RAISED OTHER: _____

3. ANTICIPATED ARRIVAL DATE _____ EST. TIME _____

Destination: _____ Olney Cemetery _____ Block _____ Lot _____ Grave _____

- **Fax form or phone office min. 24 hours in advance of anticipated arrival** to request location be flagged; complete items 1, 2 & 3; fee is due on arrival. Existing forms with the same information as above are acceptable.
- All concrete foundations must be at least 6" thick (+/- 1/2") with a concrete apron of at least 6" that extends around the marker.
- Block 13, the west part of 19, 22, 23, 24, 28, 29, 30, 32, 33, 34, 35, and 36 are flat markers only. Blocks 29 and 30 may have a 3" raised setting.
- Cemetery office hours are 7 am to 4 pm, Monday thru Friday; for installations that occur outside office hours, payment can be placed in drop box at office and stone will be inspected in place the next business day.
- Location will be marked with orange fluorescent flags at stone corners and a tall metal marker that will point the direction the stone should face and include an identification tag confirming the name and grave location.
- Soil/sod removed during installation can be placed in the marked waste dirt pile behind the park/cemetery shop.
- Installer will be responsible for correcting non-compliant markers. Olney Cemetery will not assume any risk for markers delivered outside of normal business hours.

Location & Inspection Fee:	\$50.00	For stones not sold by Olney	\$ _____
Other _____	\$ _____		\$ _____
Paid on:	Paid by: <input type="checkbox"/> cash <input type="checkbox"/> check # _____	<input type="checkbox"/> cc	TOTAL \$ _____

Responsible Party: _____
 Address: _____
 City/State/ZIP/Phone: _____

Office Use

	<i>Received</i>	<i>Manager</i>	<i>Assigned To</i>	<i>Flagged</i>	<i>Inspected</i>
<i>Initials</i>					
<i>Date</i>					
<i>Condition?</i>	<input type="checkbox"/> Pass <input type="checkbox"/> Does not pass _____				

This facility is licensed and regulated by the Oregon Mortuary and Cemetery Board, (971) 673-1500. Olney Cemetery is an endowment care cemetery. Endowment care means the general care and maintenance of all developed portions of the cemetery and memorials erected thereon.

Revised 4/24/2015