



# Catholic Parish of St. Thomas More Mount Eliza

313 Canadian Bay Road  
Mount Eliza VIC 3930

Tel: (03) 9787 7777 Fax: (03) 9787 9734 Email: MountEliza@cam.org.au

## Request for a Commemorative Plaque

I request that the Catholic Parish of St Thomas More, Mt Eliza, arrange for the casting of a bronze plaque. Details of the person/s to be commemorated and the suggested wording for the plaque are shown below. I understand that the cost of casting and fixing the bronze plaque at present is approx. \$300 (2020), but is finally determined by the wording and design.

Name of person ordering the plaque:.....

Address: .....  
.....

Email or fax number:.....

Telephone/Mobile:.....

Signature: ..... Date:.....

## Details of the Plaque

The plaque is to commemorate persons listed below who died on the dates indicated.

Surname	Other Name/s	Date
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

## Preferred Wording and Layout

(See the Layout Guidelines available on reverse side)

## Layout Guidelines

A standard plaque is bronze cast, 203 mm x 70mm. It is possible to purchase a wider plaque to cover 2 adjacent bricks (*e.g.*: for a couple), but both bricks must be free at the time of ordering. It is not possible to remove single plaques or modify them once they have been attached to the wall.

All lettering is in upper case, in Helvetica typeface, and all lines are aligned centrally. As a guide, the character limit per line is about 40, including spaces, numbers and punctuation marks - less for headings. The size of letters, spacing, bold and italic typefaces can be varied to give particular lines prominence.

The number of lines included in the basic price is SIX. It is possible to increase the lines to EIGHT for an extra cost per line.

There are many emblems available for inclusion on the plaque. Some incur an additional charge while others are free. A list of all emblems available can be viewed at the Parish office by appointment. War veterans wishing to use the appropriate service emblem on the plaque will require the written approval of the Office of Australian War Graves, and the plaque will be ordered on receipt of the approval. The form can be downloaded or completed and printed at <http://www.dva.gov.au/dvaforms/Documents/D9081.pdf>, or we can send a copy on request.

On receipt of your application, or in person by appointment, we will mock up a proof of your design and email or fax it to you for approval before placing the order with our suppliers. There is normally a 3-4 week processing time, but sometimes particular deadlines relating to birthdays or anniversaries can be accommodated on request. Payment will not be requested from you until the plaque has been delivered. It may take some weeks for our volunteer to attach the plaque to the wall, depending upon his availability and the weather (as plaques can't be attached to a wet wall).

### Acknowledgement of Payment

**(NB: Plaque will not be fixed to the wall until payment has been received)**

\$ ..... received from .....

Date: .....

The plaque is to be fixed to Brick Number: .....

purchased by: .....

Signature of Parish authorised person: .....