



# GREENWOOD CEMETERY

## Interments

All interments in Greenwood Cemetery (Cremation or Full Burial) require:

- Signed authorization form, designating the grave location, at least 24 hours prior to service
- Grave opening/closing charge paid in full or guaranteed by a funeral home 24 hours prior to service
- Copy of burial permit and /or death certificate or cremation certificate (does not need to be certified)
- An approved vault (see note below)

### BURIAL VAULT

In order to maintain a high standard of care and to eliminate sunken graves caused by the collapse of wooden boxes, cemetery regulations require the use of a bronze/steel or cement vault for all interments. Cremation vaults must be constructed of cement, steel or ABS plastic. The top of the cremation vault must be at least 10" by 10" (or 100 square inches).

### BURIAL AUTHORIZATION FORM

The Cemetery will not be responsible for any order given by telephone or for any mistake occurring from the lack of precise and proper instructions as to the particular space or location in a plot, where interment is desired. All charges for interment or services in connection therewith, shall be paid to the Cemetery Management and must be paid 24 hours in advance of the interment, or guaranteed by a Funeral Home. The Authorization form must be signed by the lot owner, an heir or someone designated by one of the above with the authority to give authorization for burial. When it is impossible for a personal visit to the Cemetery office, authorization must be given by mail or fax. The Burial Authorization Form must be signed and in our possession a minimum of 24 hours before the funeral or scheduled burial.

### WINTER BURIAL

During the winter, burials are made on specific days only and at the discretion of the Superintendent. It is the policy of the Cemetery not to make winter burials if a monument or shrubbery has to be moved unless the family will assume the liability for any damaged caused. There are no processions to the grave or graveside services allowed during the winter months. If a graveside service is desired, the interment will be made in the spring.

### WELFARE BURIALS

The Cemetery will accept Welfare burials in a Potters field section. Opening and closing charge will be current Family Independence Agency allowance for cemeteries. Burials must be made in an acceptable cement or steel vault. Markers and shrubbery will not be allowed on the grave unless lot and burial charges are paid in full at the prevailing rate at time of burial.

### LATE CHARGES

Add \$100.00 per hour to cost of grave opening and closing for procession entering Cemetery after 4:00 pm or for graveside services starting at 4:00 pm or after.



# GREENWOOD CEMETERY

PO Box 586  
111 Greenwood Street  
Petoskey, MI 49770

Phone: 231-347-6531  
Fax: 231-347-6597  
Email: info@gwood.us

## BURIAL AUTHORIZATION FORM

You are hereby authorized and instructed, subject to your rules and regulations to inter the remains of :

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Veteran? \_\_\_\_\_

In Greenwood Cemetery, Block \_\_\_\_\_ Lot \_\_\_\_\_ Grave \_\_\_\_\_

Lot Owner \_\_\_\_\_

I hereby certify that I have full and complete right to make this authorization, and I agree to hold the Cemetery harmless from any liability on account of said authorization and interment. I understand that if markers, monuments, flowers and/or shrubbery have to be moved to make the interment that Cemetery accepts no responsibility for those items other than to take reasonable care.

I agree to the following terms for payment of any Cemetery charges:

All charges for Lots, Perpetual Care or grave opening and closing must be paid in full before grave is opened. Cemetery must have at least 24 hours between receiving payment and the time of service or the charges must be guaranteed by the Funeral Home and a check received at time of burial.

If the check for payment does not clear the bank, markers, shrubbery, flowers, vases, or any other improvements will not be allowed until full payment is received.

Grave Opening/Closing \$ \_\_\_\_\_ Paid by: \_\_\_\_\_

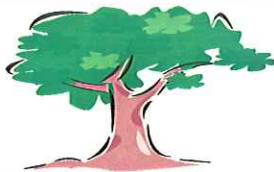
Lot Owner or Authorized Representative

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to Owner: \_\_\_\_\_



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## GRAVE OPENING WORK ORDER

Phone: 231-347-6531  
Fax: 231-347-6597  
Email: info@gwood.us

Name: \_\_\_\_\_

Day of Week: \_\_\_\_\_ Coming: Yes / No

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

(Church, Funeral Home, Graveside, Drop-In)

Vault Co. \_\_\_\_\_ Style \_\_\_\_\_ Std? Yes/No

Instructions: \_\_\_\_\_

Instructions given by: \_\_\_\_\_

Funeral Home: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Instructions taken by: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

\_\_\_\_\_ Burial Authorization Form (GW\_3)

\_\_\_\_\_ Check Lot File (Room on Lot?)

\_\_\_\_\_ Check Actual Site

\_\_\_\_\_ Copy of Obit for File

\_\_\_\_\_ Copy of Burial Permit for File

\_\_\_\_\_ Enter in Financial

\_\_\_\_\_ Enter Record in Database

\_\_\_\_\_ If Welfare— Build Metal Marker

\_\_\_\_\_ Install Welfare Marker

### If Prepayment

\_\_\_\_\_ Transfer from Deferred Revenue to Burial Income

\_\_\_\_\_ Make change in Access database prepaid file