

# BLILEY'S

*Celebrating Every Life*

I want to assure you that the staff at Bliley's is committed to making sure that you receive all the support you need during this difficult time. In preparation for your meeting with your Funeral Director, we have sent you this checklist to help guide you. It is possible that you have already reviewed this checklist over the phone. If so, please use this document as a written reminder of that conversation. Please plan on spending up to 3 hours with our Funeral Director to ensure our ability to best meet the needs of you and your family.

The first section is a simple checklist of information and items that you may need to gather with the following section providing a more detailed explanation.

- \_\_\_\_\_ Copy of any pre-arrangements that have been made
- \_\_\_\_\_ Discharge papers and service record if involved in military
- \_\_\_\_\_ Cemetery property information if applicable
- \_\_\_\_\_ Clothing including undergarments
- \_\_\_\_\_ Photograph showing preferred hairstyle
- \_\_\_\_\_ Photographs for DVD Tribute (25-75)
- \_\_\_\_\_ Insurance paperwork
- \_\_\_\_\_ Vital Statistics – Social security number, mother's maiden name, place of birth, etc.
- \_\_\_\_\_ Names and spellings of people mentioned in the obituary or newspaper notice
- \_\_\_\_\_ Method of Payment

Copy of any existing pre-arrangements – Many times pre-arrangements are completed to ease the process when someone dies. These papers typically identify the scope of pre-arrangement and the amount that was pre-funded. Sometimes there is a guaranteed benefit which typically applies to funeral home provided services and merchandise but not to Cash Advances.

Discharge papers if involved in military – Honorably discharged veterans are entitled to several benefits, including a flag, government-issued grave marker, and military honors if desired. In order for the funeral home to apply for these benefits, a copy of the military discharge and service record (Form DD 214) is required. If you are not able to locate a copy of the discharge, please notify your funeral director.

Cemetery property information if applicable – Many people have cemetery property that they have already purchased. Please bring in any available information so we can confirm location and any charges that may be outstanding.

Clothing including undergarments – To ensure the dignity of your loved one, please bring in modest, high neck, long sleeve, clothing including appropriate undergarments for the purposes of any viewing or identification that will occur. Shoes and socks are optional but typically are included.

Photograph showing preferred hairstyle – This photograph, typically a recent photo, is used to provide guidance to the hairdresser when the final hairstyling is requested. In addition to hairstyle, there may be questions regarding how the family would like facial hair handled.

Photographs for DVD Tribute (25-75 photos) – Blileys can custom make a DVD Tribute for each family we serve. To ensure timely completion of this item please take the time to select 25 to 75 photographs. There is a fee of \$75 for the basic DVD tribute of 25 pictures and \$25 for each additional 25 pictures. Additional copies of the DVD tribute are available for \$10 each.

Insurance paperwork – Frequently families will use existing insurance policies to pay for the funeral services selected. If you believe that this is even a small possibility, please bring in all insurance policies so that we can confirm value and begin the paperwork. Bliley's partners with Beta Capital, a third party insurance processing company to processes insurance paperwork for a fee of 5% of the total contract amount.

Vital Statistic information -To complete all necessary paperwork please have the following information handy;

- Social security number of the person who died
- Mother's name including maiden name
- Father's name
- Date and place of birth
- Last school grade completed
- Legal address of the person who died
- Occupation – job that they worked in the most during their life
- Industry – Education for a teacher; manufacturing for an auto worker, etc.

Names and spellings of people mentioned in the obituary – It is helpful to think of all the family and friends you would like mentioned in the obituary newspaper notice.

Method of Payment – Bliley's is committed to serving all families when they experience a loss. We will work with each family to create the best service possible without creating a financial burden. We offer several options for payment:

- A fully funded pre-arranged funeral policy listing Bliley's as the beneficiary
- Cash or Personal Check
- Visa, MasterCard or Discover
- Assignable Life Insurance (Bliley's processes through Beta Capital for a 5% surcharge)

We are honored that you have allowed us to serve you during this difficult time. Please feel free to contact me with any questions or concerns that you may have. You may also visit us at [www.blileys.com](http://www.blileys.com) for additional information and creating meaningful ceremonies.

Thank you,

**Carey Bliley**

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