



# Foster Funeral & Cremation Service

2109 Luann Lane - Madison- Wisconsin - 53713 608-661-3678  
1650 Huebbe Parkway - Beloit - Wisconsin - 53511 608-368-8143  
Fax- 608-663-3679

Email: [info@fosterfuneralhomes.com](mailto:info@fosterfuneralhomes.com)  
Website: [www.fosterfuneralhomes.com](http://www.fosterfuneralhomes.com)

January 1, 2017

Memorandum For: Family

SUBJECT: Funeral Provider Guidelines for Cremation Service/Burial Service

1. Please accept our deepest and most heart-felt condolences with the passing of your loved one. Thank You for selecting our service.

2. This memorandum will provide you with helpful information on what you should expect from our services.

**A) Death Certificates** - available for pick up at your local vital records office on or after the 14th day after you submit the death certificate worksheet to the funeral director. If life insurance is not used to pay for your service, the funeral home does not need a death certificate. There is a \$20 Service fee for the funeral provider to pick up your death certificates. **Note: Death Certificates availability vary based on cause of death.**

**B) Family Transportation** - If you select our transportation service, we provide 4, 6, and 14 passenger vehicles. Family transportation is not guaranteed with all packages and will require additional charges. Family transportation arranged by the funeral home, must be requested by 12 noon 3 days prior to the service. If you choose to contract another company for transportation service you are responsible for all coordination and charges.

**C) Social Security Notification** - when the vital information is input in the State Electronic System, the state notifies Social Security of your loved one's death.

**D) Obituaries** - You must submit an electronic copy of the obituary and we will forward to the newspaper for an estimate. The family must pay directly to the newspaper. Proofing the document must be done by the family prior to submitting for estimate. **The funeral provider will submit one time.**

**E) Casket Purchased from Third Party** - The funeral home is not responsible for Caskets that are not purchased from the funeral provider. The Authorizing Agent must be present when the casket is delivered to the funeral home. Deliveries will be made at the Funeral home convenience.

**F) Payments** - All payments must be made 48 hours prior to any service.

**G) Third Party Information Release** - The provider will not release information without written correspondence from the next-of-kin. If there are multiple persons with the equivalent status, we must have correspondence from each person.



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**H) Military Honor** - The family must supply the funeral home with DD 214 before we can issue a Burial Flag and request military honors. If you need assistance with veteran benefits, you must contact your local veteran service office.

**I) Insurance Claims** - All insurance claims will have a mandated \$175.00 Assignment fee. Waiving the fee requires full payment within 48 hours prior to the service.

**J) Funeral Programs Provided by Funeral Home** - All changes must be submitted to the funeral home NO LATER than 12 noon 3 Days prior to the Service date. NO EXCEPTIONS!!!

**K) Clothing for Deceased** - Clothing must be delivered to the funeral home NO LATER than 12 noon 3 business days prior to the Service Date.

**L) Cremation** - available for pick up on or after the 14th day. You will be notified and scheduled when your love one is ready for pick up. A picture ID will be required to pick up cremains.

**M) Urn Purchased from Third Party** - The funeral home is not responsible for urns that are not purchased from the funeral provider. DO NOT have urns delivered to the funeral home. Please bring third party Urns on the scheduled appointment day.

**N) Transferring Cremated Remains to Urns/Keepsakes/Jewelry** - There is a no-charge 3 item limit to transfer cremated remains to an Urn/keepsake/jewelry. There is a \$5.00 additional charge per item to transfer thereafter.

**O) Contracted by Family** - The family is responsible for coordinating third party members and the funeral home. The family must instruct the providers to call the funeral home staff to schedule the service they are providing. Services of Cosmetologist and hair design professional must be completed during the funeral home's normal business hours. The scheduling will be directed by the funeral home. Services provided outside normal business hours will incur overtime fees from the funeral home. The Family will pay third party members for their services.

**P) Family Viewing** - Viewing of a loved one in a casket will be scheduled by the funeral home. The viewing will occur during normal business hours.

**Q) Viewing/Identification of Unembalmed Remains** - The family may schedule a viewing of remains that are to be directly cremated. There is a charge to VIEW/IDENTIFY unembalmed remains.

**RESTRICTIONS APPLY**



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R) **Agent Receiving Cremated Remains** - NO one other than the Authorizing Agent will receive cremated remains without written correspondence and a State or Government photo ID.

S) **Please read General Price List**

3) This document must be signed by the persons listed below.

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**Name of Decedent**

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<b>Next-of kin/Authorizing Agent</b>	<b>Date</b>
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<b>Funeral Director</b>	<b>Date</b>
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