



# *Funeral Stationery*



**GILLOTT'S**  
FUNERAL DIRECTORS

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Producing Stationery for distribution at a Funeral Service is a simple and popular way of personalising the arrangements, providing both family and friends alike with a lasting memento of a difficult but important day.

## Our In-house Service

In order to provide our clients with a range of printed items such as Service sheets within the times-scales of a typical funeral, we have invested in design and print technology which allows us to produce these items to an exceptional level of quality.



By keeping this process in-house we ensure that a family's personal preferences can be incorporated into the design, and amendments in the design or quantity required can be made at short notice if necessary. Costs are also significantly lower than commercial printers, especially for smaller volumes.

We offer a range of options for use at the Funeral Service, including:

- **Order of Service or Hymn sheets.** An Order of Service sheet guides the congregation through the Service, including the words of any hymns to be sung, as well as details of individual poems, readings and tributes. These are collated in conjunction with the person taking the Funeral Service. As a simpler option, we can simply print the words of the hymns.
- **Memento Sheets.** A single sheet of A5 card with a front design and a poem or messages on the rear.
- **Thanks or Funeral Details cards.** A6 cards with envelopes expressing thanks after the funeral, or providing details of the funeral beforehand.

Depending on the content, Order of Service or Hymn sheets consist of a single piece of folded card forming a four page A4 booklet, or two pieces of folded card stapled together to give eight pages. For 12 page booklets, the insert pages are 100gm paper. 200gm cardstock is used - the same as that used to produce the cover of this booklet.

Please note that all photographs used in this booklet are stock images.

## Borders.

A sample of borders available for the front page. If you have any other specific themes in mind please let us know. The dotted line represents the outside edge of the booklet.



*A simple line border in  
any colour.  
Shown with optional  
cross  
(please specify on the order  
form if you require a cross)*

Design A

*A simple line  
border with scroll  
– available in any  
colour*



Design B

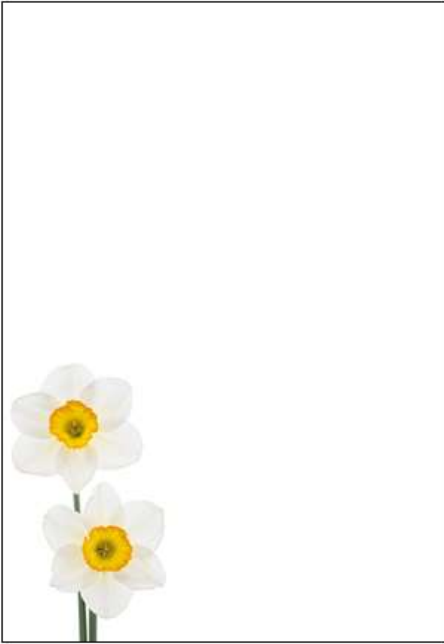


*Pale blue Hibiscus  
flower design.*

Design C



Design D – shown with example content



Design E



Design F



Design G



Design H



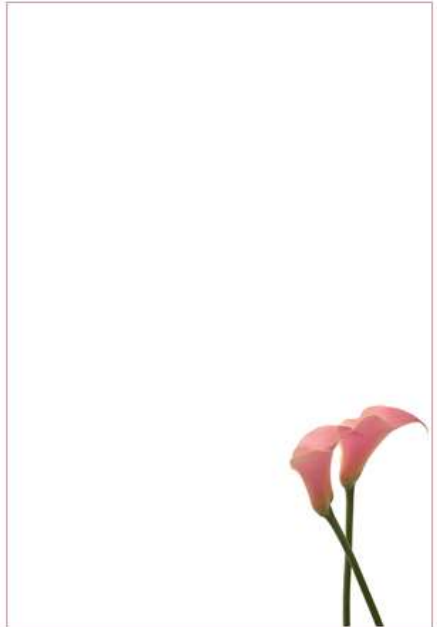
Design I



Design J



Design K



Design L



Design M



Design N



Design O



Design P



Design Q



Design R



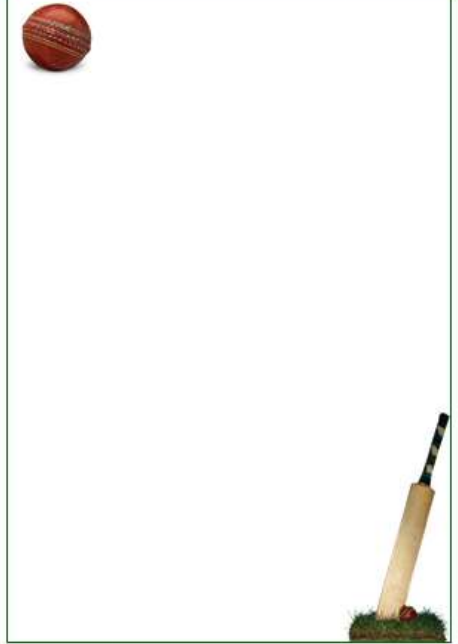
Design S



Design T



Design U



Design V



Design W



Design X



## Photographs

Photographs which are incorporated into the front cover design are typically head and shoulders images of the deceased in either a faded oval or square or with a sharp edge and a shadow background - this can depend on the type of photograph. If you have a preference, please let us know.



In addition to the photograph on the front cover, additional photographs can be incorporated throughout the Order of Service – these can be photographs from throughout the deceased’s life, or photographs of family members, the garden, the dog – whatever is most appropriate.



## Supplying images

To get the best possible quality reproduction, please supply either a digital image of at least 300dpi or an original photograph. Original photographs will be scanned and returned to you. Photographs which have been printed at home – particularly onto ordinary paper – often do not reproduce well.

When selecting an image of the deceased for the front cover, please try to supply one where the deceased is in focus, not overlapped by other people or objects, and where their head and shoulders are at least 2 inches high – sometimes in group photographs each individual’s face is very small, and when increased in size can lose focus and appear blurry. Generally speaking, older colour photographs reproduce less well than black and white, because colour inks degrade faster than black.

## Content.

The content will depend upon the type of Service or Ceremony which is to be held. A full Order of Service / Ceremony typically includes headings detailing the music, hymns, readings and tributes. Where individuals other than the Minister or Officiant are contributing, their names can be stated.

## Example section from an Order of Service sheet:

<p style="text-align: center;"><b>Order of Service</b></p> <p style="text-align: center;"><b>Opening Music</b> Jesu Joy of Mans Desiring</p> <p style="text-align: center;"><b>Hymn</b> <b>The Lord's my Shepherd</b></p> <p>The Lord's my Shepherd, I'll not want; He makes me down to lie In pastures green: He <del>leads</del> <del>me</del> The quiet waters by.</p> <p>My soul He doth restore again And me to walk doth make Within the paths of righteousness <del>Even for his own name's sake.</del></p> <p>Yea, though I walk through death's dark vale, Yet will I fear none ill; For Thou art with me, and Thy rod And staff me comfort still.</p> <p>My table Thou hast furnished In presence of my foes; My head Thou dost with oil anoint, And my cup overflows.</p> <p>Goodness and mercy all my life Shall surely follow me; And in God's house for evermore My dwelling place shall be.</p>	<p style="text-align: center;"><b>Bible Reading</b> John 14 1-6</p> <p style="text-align: center;"><b>Address</b> <del>REV. G. TIM JONES</del></p> <p style="text-align: center;"><b>Poem</b> <b>The more you give</b> <del>read by Jane</del></p> <p>The more you give, the more you get, The more you laugh, the less you fret; The more you do unselfishly, the more you live abundantly The more of everything you share, the more you always have to spare; The more you love, the more you'll find That life is good and friends are kind: For only what we give away enriches us from day to day.</p> <p style="text-align: center;"><b>Prayers, including the Lord's Prayer</b></p> <p>Our Father who art in heaven, hallowed be Thy Name, Thy kingdom come, Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses, As we forgive them that trespass against us; and lead us not into temptation, but deliver us from evil. For Thine is the kingdom, the power, and the glory, <del>For ever and ever. Amen.</del></p> <p style="text-align: center;"><b>Committal</b></p> <p style="text-align: center;"><b>Closing Music</b> Time to say goodbye – Sarah Brightman and Andrea Bocelli</p>
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A simpler option is to print only the words of the hymns to be sung.

Enclosed within this booklet is a form to begin detailing the format of your Printed Stationery. However if you prefer to discuss your wishes with your funeral arranger please let them know, and they can fill in the form for you whilst you discuss the design and content you would like.

We will obtain information regarding the Order of Service from the Minister or Celebrant who will be leading the Service or Ceremony. However if you have information which will be helpful to us, please let us have it.

## Charges for our In-House Printed Stationery

<b>A5 booklets (incl. up to 5 photos)</b>	<b>Up to 25</b>	<b>25 - 50</b>	<b>Each add. 25</b>
4 page (250gm card with no insert page)	£40	£65	£5
8 page (2 pieces of 250 gm card)	£50	£75	£10
12 page (250gm card cover with Two 100gm paper insert pages)	£60	£85	£15
<b>A5 memento cards – a 250gm A5 card</b>	£25	£45	£5
	<b>Up to 25</b>	<b>Each add. 10</b>	
<b>A6 cards – incl. envelopes</b>	<b>£40</b>	<b>£10</b>	
<b>Laminated bookmarks (samples available)</b>	<b>£50</b>	<b>£10</b>	

## Gateway Funeral Stationery



We also work with Gateway Publishing who can create designs with full edge to edge colour printing and print on heavier cardstock. They also produce other items such as personalised memorial books.

When ordering items from Gateway, a minimum of four working days are required prior to the funeral.

Some cost examples are shown below – please ask to see the design brochure and full price list.

<b>Gateway Funeral Stationery – example pricing</b>	<b>Cost of 50 copies</b>
4 page booklet – colour cover, black & white inside pages	£74.10
8 page full Colour booklet	£132.60
12 page full Colour booklet	£165.10
<b>More than two photographs</b>	<b>£5 per add. photo</b>

### Additional items available from Gateway Funeral Stationery

Thanks Cards – cost for 20 with envelopes	£39.00
A3 memorial portrait	£25.00
Personalised memorial book - each	£65.00