



CITY OF
BELLE FOURCHE
CEMETERY DEPARTMENT

511 6th Avenue
Belle Fourche, SD 57717
Phone: 605-892-3006
Office Hours:
7:00 am – 4:00 PM
Monday - Friday
www.bellefourche.org

Pine Slope Cemetery Columbarium Plaque Order Form

Please note that final invoices will vary due to plaque details, shipping, and taxes.

Applicant Information (Contact & Billing):

Name: _____

Phone number: _____

Email address: _____

Mailing Address: _____

City, State, Zip Code: _____

Plaque Design:

Please check the box next to the desired options on the following pages. Refer to the corresponding images. Prices are noted where there is differentiation. Base prices do not include shipping and taxes.

Please note the following:

- Up to two cremations are allowed to be placed in one single niche.
- Death date plaques can be added to an existing plaque at a later time – base price is \$50.00.
- **Names cannot be added to an existing plaque at a later time.**
- All plaque orders are final.

Granite Company

Should you have any questions for the granite company itself, below is their contact information.

Nelson Granite
nelsongranite.com
807-227-2650

P.O. Box 178
Vermilion Bay, ON
Canada P0V 2V0

Plaque Ends: Please mark one option.

Note: there is no price difference between Scroll and Vase.

Wreath *Scroll* Ends



Wreath *Vase* Ends (*flowers not included*)



Date and Name Format: Please mark one date option and one name option.

Note: The photo examples below are the scroll ends.

The vase ends are still an option for all date and name formats for the same price.

There is no price difference between one name and two names.

Option A: Full dates

(base price: \$595.00 – not including shipping and tax)

Format: Abbreviated Month, Day, Year

One Name

Two Names



Option B: Year dates

(base price: **\$545.00** – not including shipping and tax)

Format: Year only

One Name

Two Names



Option C: Year dates with Extra Lines

(base price: **\$595.00** – not including shipping and tax)

Format: Year only; additional line for person's name

One Name

Two Names



Please review all the information you have provided so far.

Only one option for plaque ends should be marked. Only one option for date formats and one option for name formats should be marked.

Date and Name Details

1. Columbarium Niche (location):

COL M1-1-_____

2. Amount of cremations designated for your niche

How many cremations/loved ones are going to be placed in your niche?

Please note that up to two cremations/loved ones can be placed in a single niche.

Names cannot be added to existing plaques at a later date.

One (1) cremation/loved one

Two (2) cremations/loved ones

3. Plaque names

a. Person 1:

i. First Name: _____

ii. Middle Name (optional): _____

iii. Last Name: _____

iv. Birth Date (Month, Day, Year): _____

v. Death Date (Month, Day, Year): _____

If there is not a death date yet, please check this box

Death date plaques can be ordered at a later time.

vi. Special letters, characters, and notes. Please note any specific characters for names if any:

b. Person 2 (if applicable):

i. First Name: _____

ii. Middle Name (optional): _____

iii. Last Name: _____

iv. Birth Date (Month, Day, Year): _____

v. Death Date (Month, Day, Year): _____

If there is not a death date yet, please check this box

Death date plaques can be ordered at a later time.

vi. Special letters, characters, and notes. Please note any specific characters for names if any:

Form Submission

Please review all the information you have provided to ensure everything is correct and accurate.

Submit this form to the Engineering Administrative Assistant via one of the following ways:

- **In person:** The Engineering Administrative Assistant is on the 2nd floor of City Hall. The Engineering Department office hours are 7:00 am to 4:00 pm, Mondays through Fridays, not including approved holidays.
- **Email:** Please email scanned in forms to hailey@bellefourche.org – please ensure there is a subject title and a brief message in the body of the email.
- **Mail:** Please address the mailing envelope to the following address:
*Engineering Department
511 6th Avenue
Belle Fourche, SD 57717*

Billing and Payment Process

Once a plaque has been ordered, it will take about twelve (12) to fourteen (14) weeks to ship from the granite company and arrive at City Hall. Below is the billing and payment process:

1. The Engineering Administrative Assistant confirms the order with the applicant and orders the plaque from the granite company.
2. The granite company will notify the Engineering Administrative Assistant when the plaque ships, and the granite company will then provide an invoice once the plaque ships.
3. Once the Engineering Administrative Assistant receives the invoice, they will then bill the family.
4. The Engineering Department accepts payment in person and by mail, and accepts checks, cash, and card payments. Please note there is a 2.8% service fee for all card transactions. Please refer to the mailing address above for mail-in payments.
 - a. Checks: Please make the check out to City of Belle Fourche and please note “columbarium plaque” on the memo line.
5. Once the family has paid in full, the cemetery crew will place the plaque on the assigned niche.
6. The Engineering Administrative Assistant will notify the family when the plaque has been placed.

If you have any further questions, please call the Engineering Administrative Assistant at 605-892-3006 or email hailey@bellefourche.org.