** Application for memory tree leaf.**

Thank you for getting in touch to request a leaf for our memory tree, please can you fill in the form below and send a copy back to us.

|  |  |
| --- | --- |
| **Name and address** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Inscribing details for leaf**  **(Name and date)** |  |

Once we receive your application we will arrange for your leaf to go to the jewellers for inscribing, it can take a few weeks for this to be returned to us.

Once we have your leaf we will contact you to arrange collection.

Your leaf may stay on the memory tree for a year after this the Bereavement team will remove it and contact you for return so that you may keep this as an everlasting memento.

\*If you would like your leaf returned prior to it being on the tree a year please contact the bereavement team for this to be arranged.

\*\*Please advise us if any of the above contact details change so that we can ensure your leaf is safely returned to you.

For Bereavement team use

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date taken to Jewellers | Date returned from Jewellers | Date applicant contacted | Date given to applicant | Date returned to applicant |
|  |  |  |  |  |