



# Regal Granite Inscriptions

P.O. Box 212, Troy, MI 48099

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## **Etched In Time™** **Order Information Guide**

- Fill out the order form with your representative.
- Print all information clearly.
- Verify correct spelling of the name for the memorial.
- Verify correct date of birth and date of death.
- Put in the title of the prayer and the number when selecting from our collection.
- Should a prayer, poem or emblem be selected that is not in our collection, send a copy of it with the order, then write a note on that line stating that you have enclosed another selection.
- Enter in the cost of the Memorial to your families.
- Use the “Additional Memorials Order Form” for multiple shipping locations.
- Please be sure to include an original photograph of the person for the memorial. (may also be sent by e-mail to [photos@regalgraniteinscriptions.com](mailto:photos@regalgraniteinscriptions.com))
- The photograph will be returned to the purchaser with the order.
- Place the following in an envelope and mail to: Regal Granite Inscriptions, P.O. Box 212, Troy, MI 48099-0212
  1. Order Form
  2. Additional Memorials order form (if needed)
  3. Original Photograph
  4. Copy of your prayer, poem, or emblem if not selected from our collection.
  5. A check for payment in full for your cost of the memorials and the shipping and handling charge.