

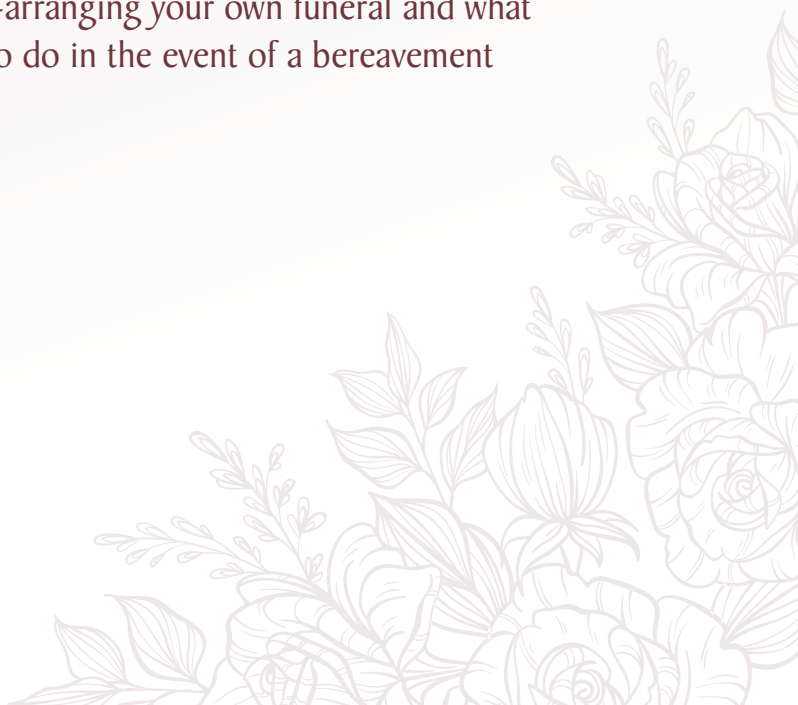
Ivan Fisher

Independent Funeral Homes Ltd

Established 2005

My Last Wishes

A simple, step by step guide to
pre-arranging your own funeral and what
to do in the event of a bereavement





Arranging a funeral is a daunting task for most people but in our experience when the person who has died has left a note of their wishes or instructions for how their funeral should be carried out, the task is made much easier.

With this in mind we have produced this book to record your wishes to help your loved ones arrange a fitting funeral and deal with your personal affairs and estate.



Your Details

We will start with some standard information that will be needed at the time of registering your death and indeed, making the various arrangements for your funeral.

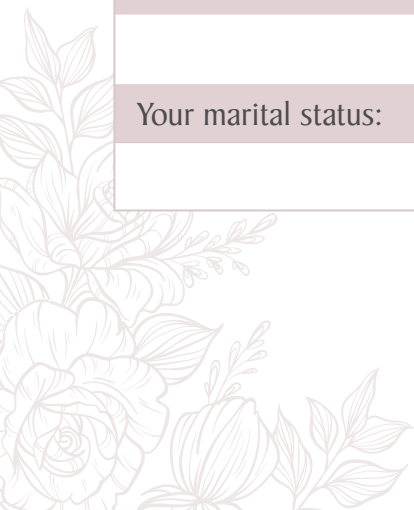
Your full name:

Home address:

Date of birth:

Your current or last occupation:

Your marital status:





Full name of your spouse:

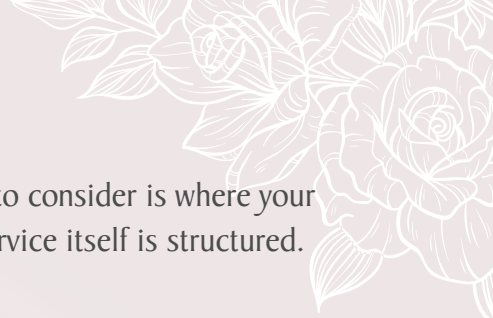
Any previous names:

National Insurance Number:

NHS Number:

I'd like the memory of me to be a happy one
I'd like to leave an after glow of smiles when life is done
I'd like to leave an echo whispering softly down the ways
Of happy times and laughing times
And bright and sunny days
I'd like the tears of those who grieve
To dry before the sun
Of happy memories that I leave when life is done.





One of the first, most important things to consider is where your funeral might take place and how the service itself is structured.

What type of funeral is preferred?

☐ Burial ☐ Cremation

Cremation
If you prefer a particular crematorium, please note the details here:
Burial
If you prefer a particular cemetery or churchyard, please note the details here:
If you already own a new grave or wish an existing grave to be re-opened where is the deed?
Where would you like the service to take place?
Is there someone in particular you would like to lead your service?
Your religion, if applicable:

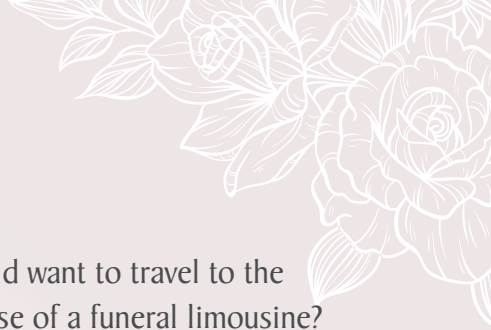
Vehicle/Cortège Preferences

Do you have a preference on where the funeral cortège will travel from on the day of your funeral?

- ☐ To travel directly from Ivan Fisher Funeral Home to the funeral location
- ☐ To leave from my home address before heading onwards to the funeral location
- ☐ To leave from another address before heading onwards to the funeral location

Please specify:

Would you like the cortège to travel through or past a particular place? If so, where?



Do you think your family or friends would want to travel to the funeral in their own transport or make use of a funeral limousine? You may decide to leave this decision to them to make at the time of the funeral.

- ☐ Yes, I would like my funeral cortège to include a limousine
- ☐ I am happy to let my family/friends make their own decision on this matter



Remember me with happy thoughts,
With laughter in the air.
Remember me, the person you knew,
With smiles and not despair.
For even though there's sadness now,
That will not hopefully last too long.
As soon you'll find within your heart,
A brighter, happier song.

Remember all the happier times,
The things we used to do.
The games we played, the jokes we shared,
Remember for its true.
That though my body now is gone,
Still alive within your mind.
Are all the happy memories
That I have left behind.





Key Elements of the Funeral

At the time of making the funeral arrangements, the person who will lead the service will meet with your family or friends to discuss the service itself in detail.

In this section, we will highlight some of the key elements of the funeral to help them in their discussions and decision making.

For many, the choice of music is a really important decision to make. If you have any thoughts on what music and hymns you would like, you can note it here.

Processional (Entry) Music:
Music for Reflection (to be played during the service):
Would you like a slideshow of photographs included in the service?
Recessional (Exit) Music:

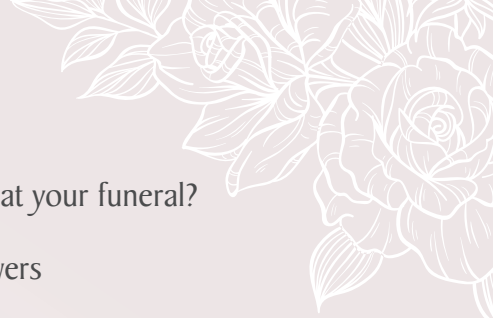
Choice of Hymns

If you are unsure of the name of a hymn, you will find a list of popular hymns for funerals at the back of this book:

Do you have any ideas on any readings or poetry you might like to be used during the service?

Would you like your death announced in a newspaper?
If so, please specify which newspaper(s):

Would it be helpful for the funeral service to be streamed online for relatives or friends who are unable to attend in person?



What are your wishes regarding flowers at your funeral?

- ☐ I am happy for anyone to send flowers
- ☐ I would prefer just close family to send flowers of their choosing
- ☐ I would rather just one tribute from all of my family to be placed on my coffin
- ☐ I have a different idea about flowers (please specify below):

My favourite flowers are (please specify colour):

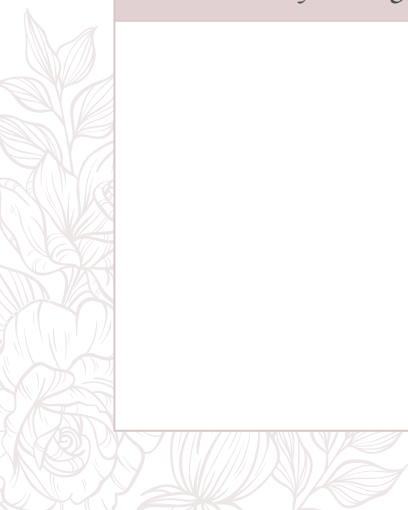
Would you like people to make a donation to a particular charity in your memory?

If so, which charity or charities would you like to nominate?

If you are to be cremated, do you have any thoughts on where you would like your ashes to be scattered or interred?

If you are to be buried, is there a particular plot that you have pre-purchased or someone else that you would like to be buried with?

If so, please detail as much information as you can here (including names and dates of any existing graves that will need to be found):





Choosing a coffin can be quite daunting for some. Please do speak to us if you have any particular ideas in mind. You can see full details and pictures of the coffins we offer at www.ivanfisher.co.uk or you can request a copy of our coffin brochure.

Alternately, you may choose to let your family or friends decide on this at the time of the funeral.

My choice of coffin:

Do you have a preference on the clothing you would like to be dressed in after you have died?

Would you want any jewellery to remain with you after you have died? If so, please specify:

Would you like any of your jewellery to be given to a specific person(s)? If so, please specify:

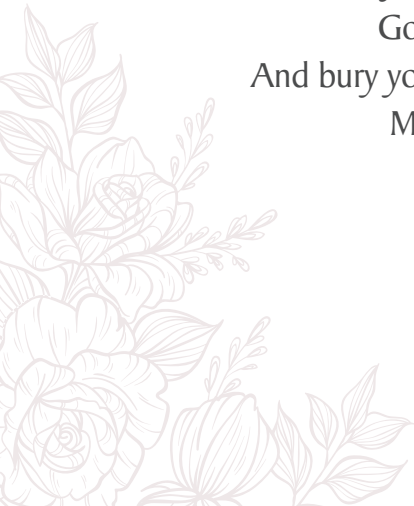
We all have so many different ideas about what we would like for our funeral and this book has covered a lot of the standard things to consider.

Please detail here any other things that you would like to have noted for your funeral, include as much detail as you wish.

There is further space at the back of this book for more notes.

When I come to the end of the road
And the sun has set for me,
I want no rites in a gloom-filled room;
Why cry for a soul set free?
Miss me a little - but not too long
And not with your head bowed low.
Remember the love that we once shared.
Miss me - but let me go.

For this is a journey that we all must take
And each must go alone.
It's all a part of the Master's plan,
A step on the road to home.
When you are lonely and sick of heart,
Go to the friends we know
And bury your sorrows in doing good deeds.
Miss me - but let me go.





Your Will

If you do not already have a will, we suggest that you take advice from a solicitor or other legal professional.

Where is your will kept?
Date of your last will:
Date of any codicils to the will:
Executors' names, addresses and telephone numbers:

Income Tax

Where are your documents kept?

Your tax office:

Tax reference number:

Bank Accounts

Give the name and address of your bank(s)
and your account number(s):



Property

Where are your house deeds, lease or tenancy agreement kept?

Mortgage details:

Any other properties?

Who will need to be contacted with regards to these properties?
(For example, letting agent or tenants):

Location of Other Important Documents

Savings books, saving certificates and building society passbooks:

Company and private pensions documents,
stock and shares certificates:

Insurance policies:



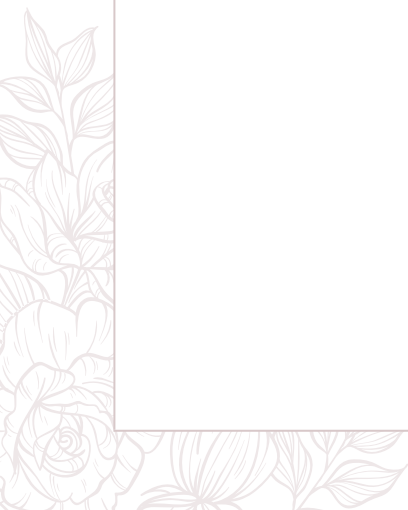
Premium Bonds:

Loans or hire purchase agreements:

Certificate of birth, marriage, civil partnership, adoption, divorce etc:

Address book:

Any other important documents?







Hold me in your thoughts
when I have given up this mortal life.
Remember me each day
if only for a fleeting moment.

Don't let all those hard long years fade
forgotten in the past, otherwise my
life will count for nothing
And when at last my soul leaves this earthly body
I shall be as I was born free.
My love will live on through you, my family.
And when you come this way alone,
I will greet you with a smile and
say Welcome Home.





The following pages are designed to give you an overview of the various steps that will need to be taken when a death occurs, but if you are still unsure, please be aware that in all circumstances, you can contact our team 24 hours a day to establish what you must do.

Our trained team of knowledgeable, local staff are on hand to guide you and your family and friends through any questions and fears you may have.





What to do When a Death Occurs: Calling the Doctor and Funeral Director

These initial steps you must take as soon as death occurs.

If the death occurs at home and you have been informed by the medical team looking after the person that their death is to be expected, you need to contact the family doctor and then us. We are available 24 hours a day and when requested, we will endeavour to attend within the hour to bring the person to our chapel of rest at whichever one of our offices you prefer.

If there are any unusual circumstances, for instance, if the death is accidental or unexpected, then the first thing you must do is to dial 999. In these circumstances, the police will need to attend and the person who has died will be taken into the care of the Coroner.

This sequence of events can often be quite worrying for people but please be assured that it is normal protocol. We, as your nominated funeral director, won't be able to attend to collect the person at this stage but be assured, we will certainly be able to look after the arrangements and bring the person into our care as soon as the Coroner's office have completed their investigations.

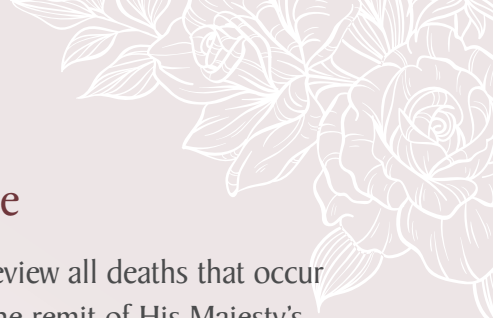
When the Coroner's office are involved, often a post mortem will need to be held. In rare circumstances, this may mean a small delay before the funeral can take place. Our team will keep you fully informed during this process as appropriate. If the death occurs in a hospital or in a residential or nursing home (and it is expected), the staff will contact the doctor but make sure you let them know our details in advance so they know which funeral director to contact.

Do contact us as soon as possible after the death because we will be able to provide support and guidance during this difficult time and may save you unnecessary anxiety and wasted journeys.

Obtaining a Death Certificate

Except when the Coroner is involved, all deaths will be referred to the Medical Examiner's Office. When the death has occurred outside of a hospital setting, the usual GP Practice will make a formal referral to the Medical Examiner's Office. In cases where the death has occurred in hospital, this will be managed by the Bereavement Team.





The Medical Examiner's Office

The role of the Medical Examiner is to review all deaths that occur in England and Wales (that fall outside the remit of His Majesty's Coroners).

Once they have received the doctor's referral, the circumstances of the death will be reviewed. Once the Medical Examiner is satisfied the doctor has given the correct cause of death you will be notified (by the Medical Examiner's Office) that an appointment to register the death can be made. Please note that an appointment should be made within five days of receiving this notification.

Registering a Death

We will advise you how, when and where to register the death and be on hand to answer any questions you may have about what is required. There are various certificates that may or may not be issued depending on the circumstances surrounding a person's death and what type of funeral you are arranging. We will advise you on what certificates are required at the time but most people will need to register a person's death at the local register office.

What do I take to the Register Office?

In order to issue the certificate/s that will be required to deal with the estate of the deceased, (closing bank accounts, claiming on insurance policies et cetera) the registrar will need to know:

- The full name and surname of the deceased (and the previous name if the deceased was married)
- The deceased's usual address
- The deceased's date and place of birth
- The deceased's date and place of death
- The deceased's occupation
- If the deceased was married, the date of birth of the surviving widow or widower
- The informant's (person visiting the register office) name, address and qualification
- Location of burial or cremation
- Which of our branches is helping you with the funeral arrangements.

Reporting a Death to Multiple Government Departments

When the death is registered, the registrar will give you a "Tell Us Once" reference number. This is a government service you can use to report a death to most of the government organisations in one easy process.



Arranging a Funeral

We will make an appointment at a convenient time to discuss the funeral arrangements with you.

We will organise the funeral and provide the services required for the funeral to take place, as requested by the deceased and indeed, the family or friends who are making the arrangements.

We take great pride in the comments we receive after meeting with our clients. We cannot take away the pain someone feels after losing someone close to them but we can and will make the process of dealing with the funeral a much less daunting task.

The Will and Probate

If there is a will then the executor(s) will need to apply for a grant of probate (or “confirmation” in Scotland): this confirms the will is valid and gives the executor(s) the power to carry out the instructions in the will. However this does not need to be dealt with until after the funeral but bank accounts and monies in the estate will be frozen until probate is granted.

Stopping Unwanted Mail and Telephone Calls with the Bereavement Register

You can visit www.the-bereavement-register.org.uk which will help reduce unwanted mail sent to the deceased person. This is a free service that removes the names, address, and telephone numbers of deceased people from company mailing lists and database. It takes a little while for the “junk” mail to stop but will save further distress of receiving such mail in the future.

We do hope that this guide has proven a useful resource for you to pre-arrange your funeral. Many people do consider it a weight off their mind to know that their wishes are noted down. In addition to pre-arranging their funeral, increasing number of people are choosing to also pre pay for it by purchasing one of our Pre-Paid Funeral Plans.

If this is something you would like to consider, without any obligation, you can request a brochure either online at www.ivanfisher.co.uk or from any of our offices.

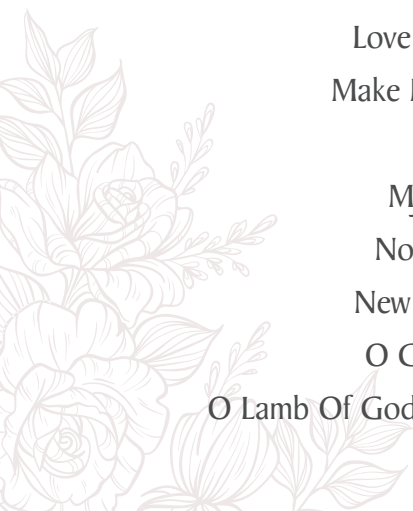




Popular Hymns for Funerals

Abide With Me
All Over The World, The Spirit Is Moving
All Things Bright and Beautiful
Amazing Grace
And Did Those Feet (Jerusalem)
Be Still for the Presence of the Lord
Be Still My Soul
Be Thou My Vision
Blessed Assurance
Breathe On Me, Breath Of God
Brightest And Best
Come Ye Thankful People, Come
Dear Lord And Father Of Mankind
Eternal Father Strong To Save
Father Hear The Prayer We Offer
Fight The Good Fight
For All The Saints
For The Beauty Of The Earth
Give Me Joy In My Heart
God Be In My Head
Great Is Thy Faithfulness
Guide Me O Thou Great Redeemer

He Who Would Valiant Be
Holy Holy Holy
How Great Thou Art
How Sweet The Name
I Heard The Voice
I Vow To Thee, My Country
I Watch The Sunrise
I the Lord of sea and sky
Immortal Invisible
In Heavenly Love Abiding
Jesu Lover Of My Soul
Lead Kindly Light
Lead Us Heavenly Father, Lead Us
Let Saints On Earth
Lord Of All Hopefulness
Lord Of The Dance
Love Divine, All Loves Excelling
Make Me A Channel Of Your Peace
Morning Has Broken
My Song Is Love Unknown
Now Thank We All Our God
New Every Morning Is The Love
O God Our Help In Ages Past
O Lamb Of God, I Come/Just as I am without one plea





O Love That Will Not Let Me Go
One More Step Along The World I Go
Onward Christian Soldiers
Peace Perfect Peace
Praise My Soul, The King Of Heaven
Praise To The Lord
Rock Of Ages
Shine, Jesus, Shine
Tell Out My Soul
The Churches One Foundation
The Day Thou Gavest
The King Of Love My Shepherd Is
The Lord's My Shepherd
The Old Rugged Cross
The Strife Is O'er
There Is A Green Hill
Thine Be The Glory
Thine Forever, God Of Love
Through All The Changing Scenes
To God Be The Glory
We Plough The Fields
What A Friend We Have In Jesus
When I Survey The Wondrous Cross
Who Would True Valour See

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Independent Funeral Homes Ltd

Established 2005

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tel: 01263 735161

Norton House
Park Drive
Hethersett
Norwich
NR9 3EN
tel: 01603 810022

The Old Dairy
15 Norwich Street
Hingham
Norwich
NR9 4LJ
tel: 01953 850330