

Cemetery Service Request

Public Works Department
1500 Beatty Street
Greenville NC 27834
Office: 252-329-4522
Fax: 252-329-4585

FUNERAL HOME _____ SERVICE REQUEST # _____

CEMETERY _____ GARDEN/SECTION _____ LOT/TIER _____ SPACE/CRYPT _____

LOT OWNER _____ DECEASED NAME _____

GRAVE MARKED _____ TYPE OF PLOT: ☐ SINGLE ☐ (4) GRAVES ☐ (8) GRAVES

VAULT TYPE ☐ CONCRETE ☐ STEEL (CITY APPROVED VAULTS ONLY)

CREMATION: ☐ YES ☐ NO URN DIMENSIONS _____ PLACEMENT OF URN ON PLOT
☐ UPPER ☐ MIDDLE ☐ LOWER

GRAVESIDE SERVICE ☐ YES ☐ NO GRAVESIDE ARRIVAL TIME _____

OVERSIZE GRAVE ☐ YES ☐ NO IF YES, VAULT DIMENSIONS _____

UNDERSIZE GRAVE (3 feet or less) ☐ YES ☐ NO IF YES, VAULT DIMENSIONS _____

DATE OF BURIAL _____
DAY DATE

REQUESTED INFO (from FH) _____

FUNERAL HOME SIGNATURE _____

****Effective November 7, 2022, wait time will be billed at a rate of \$125 per hour when the funeral director does not comply with the arrival time as indicated on the service request. Burials and/or interments shall not be held on New Year's Day, Easter Sunday, Thanksgiving Day, and Christmas Day. Credit card on file will be automatically charged for any fees that may occur for the above cemetery service request.****

Grave/crypt open/close (M-F, 8 a.m.-4 p.m.)	\$750
Grave/crypt open/close (weekend/holiday, 8 a.m.-4 p.m.)	\$950
Cremation/Niche/Undersize Open/Close (M-F, 8 a.m.-4 p.m.)	\$350
Cremation/Niche/Undersize Open/Close (weekend/holiday, 8 a.m.-4 p.m.)	\$450

Late fee (after 4 p.m.)	\$125
Wait time per hour	\$125
Vault disinterment \$1,600; Urn disinterment \$800 (M-F, 8 a.m. - 3 p.m. ONLY)	

Amount received _____ Date _____ Approved by _____

Emergency contact numbers — Please call Buildings & Grounds in this order:

1. 214-4202
2. 214-8235
3. 329-4300

FOR STAFF USE ONLY

NAME

DATE

TIME

PROBED GRAVE <input type="checkbox"/> PROBE CLOSED			
S/R REC'D FROM FH BY			
S/R EMAILED TO STAFF & SC <input type="checkbox"/> FAX SC			
GRAVE LAID OFF			
<input type="checkbox"/> PIC LAID OFF CONFIRMED BY SUPV			
GRAVE S/R FORM VERIFIED BY			
GRAVE DUG			
ACTUAL GRAVESIDE ARRIVAL TIME			

☐ Pre Need _____ ☐ System ☐ W/O# _____ ☐ Blue Book ☐ Fax/Email FH _____ ☐ Docs/WO Scanned