

GWRT Memorial Retreat

Plaque Order Form



To purchase a beautiful memorial plaque to honour the life of a loved one complete the form below. The plaque will be installed in the Memorial Retreat on platform 2 at Toddington station.

Completed forms should be sent to the Secretary to the Charity, GWRT, Churchward House, Station Approach, Winchcombe Railway Station, Winchcombe, Gloucestershire, GL54 5LD; payment to be made by sending a cheque with the order (cheques payable to GWRT). Plaques are available in lacquered polished brass with black lettering; dimensions - 5in x 2in with up to four lines of text; drilled and capped in each corner. Each plaque will cost a minimum donation of £100. We will endeavour to install the plaque two weeks after the final proof has been signed off.

*The plaque will remain in the Retreat for as long as the Retreat is in situ.
After that time what happens to the plaques will be at the discretion of the Railway.*

Name of person placing the order																							
Title (<i>Mr, Mrs, Ms etc.</i>)		First name		Surname																			
Contact details – we will send you your proof by email unless you indicate an alternative																							
Telephone		Email																					
Address 1																							
Address 2																							
Address 3																							
County		Postcode																					
Proof to be sent by (<i>please tick your preference</i>)				Email		Post																	
Plaque details – please print carefully in black including any spaces or punctuation required. Text will be centred automatically. If you wish text to be left aligned indicate in the Comments box below.																							
J	o	h	n		S	m	i	t	h		1	9	5	0		-		2	0	1	7	<i>example</i>	
Comments;															Text font will be Times New Roman e.g. Times John Smith 1950 – 2017								

For office use only					
<i>Action</i>	<i>Date</i>	<i>initial</i>	<i>Action</i>	<i>Date</i>	<i>initial</i>
Order received			Cheque cleared		
Order sent to engraver			1 st proof to GWRT		
1 st proof to customer			Returned to GWRT		
2 nd proof to customer			Returned to GWRT		
Final order to engraver			Plaque received from engraver		
Plaque given to FoT			Plaque fitted		
Customer informed plaque has been fitted					

