

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 Administration Manager, GWRT, The Railway Station, Gloucestershire, GL54 5DT; 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> |
| | | | | | | | | | | | | | | | | | | | | |
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| 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 | | | | | |

