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DOCUMENTATION FEE POLICY 2004-2015

January 2, 2015

1. *No documentation fee will be assessed on contracts with only 'Professional Service Fees', 'Disinterment Fees', 'Documentation/Owner Records Related Service Fees', 'Cemetery Lot Landscaping Related Service Fees', 'Outer Burial Container Related Service Fees', or 'Monument Removal-Reset Fees'.....****If property/merchandise are included on the contract, then a documentation fee will be assessed.**

2. Contracts that have **less than \$500** (property, vaults, caskets, memorials, etc.) will be assessed a documentation fee of **\$25.00**

3. Contracts that have **between \$500 - \$1000** will be assessed a documentation fee **\$100.00**

4. Contracts **over \$1000** will be assessed a documentation fee **\$200.00**

5. If an additional purchase is made within thirty(30) days of the original purchase, a documentation fee is not required on that sales agreement.

Disclaimer: This has been provided as a sample of information pertaining to fee's assessed at our locations. If a documentation fee is not assessed at the appropriate time or omitted from the sales agreement, the documentation fee will be recovered immediately from the counselor through payroll.

*See Cemetery Services Pricing

**Documentation fee not required in New York State.