

## **INCLUDED IN OUR PROFESSIONAL SERVICES:**

- *Staff available 24 hours daily to respond to the initial request for services; conference with the family or its representative to determine desired services and to obtain vital statistic information for required documents; sheltering of remains for up to four days, coordinating the desired funeral service plans with: clergy, cemetery, crematory, and/or other third parties; preparation and filing of all necessary notices, authorizations, and permits with governmental agencies; follow up attention to related details of the service.*
- *In addition this fee includes a proportionate share of our basic overhead costs such as: compliance with infectious waste management regulations and employee safety regulations mandated by governmental agencies; general administration and record keeping.*
- *Filing the death certificate with the appropriate office of the state where the death occurs*
- *Prepare and submit obituary to all requested publications*
- *Listing on funeral home website*
- *Social Security notification of death*
- *Notification to Personnel Department for Civil Service Employees/Retirees*
- *Listing on funeral home website with opportunities to leave condolences and light a memory candle.*
- *Listing on Harkins Funeral Home Facebook page with ability to share onto an individual's Facebook page*
- *Coordinate out of town/state deaths and services whether transporting to our funeral home OR from our location. (transportation costs apply)*

### **\*\*Possible Additional Charges-**

- Obtain the death certificate
- Certified copies of the death certificate (state fees apply)
- Cemetery – opening & closing of grave
- Clergy/celebrant/musician honorarium
- Newspaper obituaries
- Additional viewing/visitation time
- Visitation/viewing/funeral services held at a different location\*\*
- Outside local area transportation
- Acute personal care
- Honor guard gratuity
- DVD production
- Keystone Memorial Package
- The Harkins Collection (package or items sold separately)
- Family Vehicle – funeral home provided vehicle for family transportation