



Shaun Hamilton Funerals

Funeral Home and Head Office

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Branch Office

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Accredited Member of the Funeral Directors Association of NSW Ltd
and the Australian Funeral Directors Association

www.shaunhamiltonfunerals.com.au





Introduction

Shaun Hamilton has been a Funeral Director since 1983. Initially as a partner in a firm in Tamworth, that partnership having ceased in 1995.

From there he moved to Sydney and worked with a number of the Corporate owned Funeral Companies, before forming another successful partnership that operated until 2007.

He then returned to the Tamworth District and established the wholly owned and operated Funeral Business, Shaun Hamilton Funerals.

From early 2016, Shaun Hamilton Funerals became the only locally owned and operated funeral director serving the Tamworth, Quirindi and Gunnedah areas.



The role of the funeral director

Primarily, the role of a Funeral Director is one of service. At Shaun Hamilton Funerals, with over 35 years of experience, this enables us to listen to your wishes for a funeral service, then combine them with practical needs and legal requirements resulting in a funeral service that is appropriate for you and your family.

When we meet with the family to make the funeral arrangements, you will be given a written estimate detailing the cost of the necessary components for the type of funeral service you require to which will be added the cost of those items and services you have chosen to personalise the funeral.

We will also provide a written estimate, for anyone who may be forward planning their future needs.


The Services provided and areas taken care of by Shaun Hamilton Funerals

Once we have met with you and completed the funeral arrangement details we will commence the necessary procedures to fulfil your wishes.

Many of these are listed below:

- Transportation of the deceased from place of death to our mortuary
- Mortuary care, preparation and dressing of the deceased, and placement in the selected coffin
- Obtaining cause of death and cremation (if required) certificates from the hospital or treating doctor
- Placement of press notices in the newspapers
- Liaising with clergy or funeral celebrant
- Make the booking with church, cemetery or crematorium
- Place the order for floral arrangements, prepare the Order of Service, engage the organist or musicians, prepare the recorded music, liaise with RSL, Masonic Lodge or other Service or Sporting organisations
- Advise Centerlink, Veteran Affairs, Seniors Card, Medicare etc.
- Produce the in Memorium Book for the Service
- Conducting the funeral service



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- Completion and lodgement of death registration forms with the Registrar of Births, Deaths and Marriages.
 - Obtaining original certified death certificate from the Registrar of Births, Deaths and Marriages for later use by family or solicitor
 - Preparation and issue of a final account detailing the cost of disbursements (which may have differed slightly from the original estimate), our professional & service fees as well as the merchandise you have chosen.

Have you given thought to...

Choices to be consider when a funeral service is being planned or arranged:

- Is burial or cremation preferred - if burial, does the family already own a grave - if cremation, are the Ashes to be memorialised or scattered?
- Is the service to be a private family service?
- Venue – church followed by crematorium/ cemetery, or single service or graveside, crematorium chapel?
- Type of service - religious/celebrant
- Transport needs for family
- Will there be a viewing and is embalming required (for presentation and sanitisation).
- Has the deceased left written information - has a pre-paid arrangement been put in place?
- Are there any specific requests left by the deceased consider music, flowers or Donations to a particular Charity?
- After funeral gathering – home or other venue

What makes up the cost of a funeral service?

There are three main components to the final cost of a funeral service:

Funeral Director's professional fees – from the time the initial call is received – professional services and facilities, overheads and fixed costs, liaising with cemeteries, crematoria, clergy, organist, newspapers, florists etc, and supplying prestigious hearse, all equipment and staff on the day of the funeral.

At Shaun Hamilton Funerals we are available at any hour, day or night, providing trained personnel, advice and expertise.



Merchandise Costs – this will include your choice of coffin, Order of Service booklets, etc provided directly by us.

Disbursements – costs that we pay on behalf of the family such as cemetery or crematorium fees, flowers, clergy, organist, press notices etc provided by a third party.

Talk to your family

If you would prefer not to pre-arrange your own funeral, it is important to discuss with your family the type of service you would like.

This allows you to leave this world exactly the way you want to – right down to your favourite song, and to the flowers you've always loved.

It is also a great comfort for your family at the time, to know that your funeral service, is exactly as you would want it to be.

Information that may assist

When we have been engaged to take care of Funeral arrangements on your behalf, we will attend to the following;

We will register the Death with the Department of Births, Deaths & Marriages and apply for a certified copy of the Death Certificate;

We will notify Centrelink / Department of Veteran Affairs, Medicare and NSW Seniors Card.

We will pay all Clergy or Celebrant, Organist and Church fees on your behalf, unless directed otherwise;

All necessary Cemetery, Cremation and Doctors Fees are paid by us on your behalf, as will the florist and any newspaper notices that may be required.

You may need to notify – Department of Housing – for those in receipt of rental assistance. Bank – Solicitor – Chemist – Dentist – Meals on Wheels – Taxation Office – RTA and Drivers Licence – Local Electricity Authority – Local Council (Rates) – Telephone provider – Insurance Companies – Superannuation Fund – Post Office – Doctor – and Share Holdings.

All of these organisations will require a copy of the Death Registration, as issued by Births, Death & Marriages. Therefore, it is recommended that you wait until that has been received and copies made and signed by a JP.

The Department of Births, Deaths & Marriages notify the Electoral Office.





*Shaun Hamilton
Funerals Pty Ltd*

125 Marius Street, Tamworth NSW 2340 Phone 6766 1966
ABN 36 161 627 327

Personal Information Form
Information required by Registrar in event of Death

My Full Name:

My Residential Address:

My Usual Occupation during working life:

My Date of Birth:

Place of Birth: (Town)

Retired Yes No

If pension, state what type of pension (e.g. Aged, Invalid, Veteran's)

..... Pension No:

Are you of Aboriginal or Torres Strait Islander Origin Please circle

Neither Both Aboriginal & Torres Strait Islander origin

Yes, Aboriginal Origin Yes, Torres Strait Islander origin

If Born overseas - what Country:

- what year did I first arrive in Australia:

Marital Status: Never Married - Married - Unknown - Widow
Widower - Divorced - Separated but not divorced

Father's Full Name:

And his last occupation:

Mother's Full maiden Name:

And her last occupation:

Estate Information so your loved ones know what needs to be attended to

FINANCIAL DETAILS:

Bank, Building Society or Credit Union Accounts

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Investments Accounts

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Mortgage

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Hire Purchase Agreements

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Bankcards or Credit Cards

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Insurance Policies

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Superannuation

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Life Assurance Policies

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Medical Fund

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Other Assets (Car, Property, Shares etc)

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Please indicate where the following documents are kept

Will:

Cemetery Deeds:

Certificate of Birth:

Certificate of Marriage:

Financial Documents (Bank Books, Share Certificates, Certificates of Title, Insurance Policies):

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Special Music:

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Favourite Flowers:

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A Theme or Particular Colour:

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Special Readings:

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Hymns:

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R.S.L. Tribute:.....

Masonic Lodge Service:.....

Clubs or Organisations:.....

Newspaper Notices:

Northern Daily Leader

Sydney Morning Herald

Telegraph

Other:.....



*At Shaun Hamilton Funerals,
we are only too willing to answer any
questions that may assist you or
your family with any of your
immediate needs or future plans.
Our Services extend to all
States and Territories of Australia.*

