

JAMES A. 

## REED FUNERAL HOME

*"Helping you grieve the loss and honor the life"*

William A. Reed  
Funeral Director, Owner  
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The Reed family and staff would like to express our sincere appreciation for allowing us to serve you. We are thankful that you have placed confidence in our funeral home as we strive to meet or exceed the standards you have come to expect at the James A. Reed Funeral Home. We have compiled a list of items on this paper to prepare you for the upcoming funeral arrangement conference. We will assist your family with everything from organizing the funeral service to writing the obituary for the newspaper. If you have any questions, please do not hesitate to contact us at anytime.

**Appointment Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_      **Appointment Time:** \_\_\_\_\_

***The following information will be required during the funeral arrangement conference. If possible, please bring this information to your appointment:***

- Deceased's Social Security Number
- Deceased's father's full name
- Deceased's mothers full name (Maiden)
- Deceased's date of birth
- Deceased's place of birth
- Deceased's highest level of education
- Surviving family members (Children, grandchildren, brothers, sisters, etc.)
- Church's, club's or organization the deceased belonged to

***The following documents/items will be required during the funeral arrangement conference:***

- Burial clothing (Full dress, including all undergarments, shoes are optional)
- Recent photograph (For styling hair and use in memorial cards)
- Military discharge (DD214)
- Number of Death Certificates needed; you will need one for bank accounts, automobile title(s), each insurance policy, and property the deceased has in their name

***You may also want to be thinking about the following items for the service:***

- The day and time the funeral service will be conducted
- A minister/officiate for the funeral service
- Special music for the service (Organ background, tapes, CD's, or live vocal music)
- Who will be pallbearers (Needed by the day of the service)