

Singleton Funeral & Cremation Services, P.A.

PAYMENT POLICY

We are a small family-owned business, providing premier service and merchandise, and are totally dependent upon our clients for prompt payment. **A deposit of 25%, plus all cash advance items is required at the time of the arrangement or prior to setting the funeral date**, with the balance to be paid in full by the day of the funeral service, by one of the options below.

Your Funeral Account in the amount of \$ _____ will be settled on _____ in one of the following methods: (date)

- (a) We accept the following forms of payment: **CASH, PERSONAL CHECK, BANK CHECK, MONEY ORDER, MASTERCARD, VISA OR DISCOVER**. **Payments made by credit card are subject to a 3 % CREDIT CARD FEE.**
- (b) **VERIFIED PREPAID FUNERAL ARRANGEMENTS**. Additional changes, extras or Cash Advance Items are due at the time of arrangements.
- (c) In a case where a family chooses Insurance proceeds to pay for funeral expenses, **A VERIFIED, "NON-CONTESTABLE", ASSIGNABLE LIFE INSURANCE POLICY** may be used as payment. Due to the delay in the payment to the funeral home by the insurance company, **25% of the Total Amount Due**, plus all Cash Advance Items is requested at the time of arrangements. The balance to be paid by the insurance assignment will be subject to an **INSURANCE PROCESSING FEE*** which will be added to the funeral contract. *A *Third Party company is used to process all insurance policies at a rate determined by them.* **Service information will not be determined until Life Insurance proceeds have been confirmed by the funeral home.**

If Direct Cremation services are selected, payment is required in full at the time of arrangements in the form of Cash, Personal Check, Bank Check, Money Order, MasterCard, Visa or Discover.

In cases where the deceased's estate must stand the responsibility of paying the funeral expenses. We ask that the family representatives pay the funeral expenses and file claim for reimbursement with the deceased estate. If for any reason you decide to use another funeral provider after contracting Singleton Funeral & Cremation Services, P.A. you will be responsible for any services we have already completed (I.E. Transfer and Embalming) and 25% of the fee for Basic Services of Funeral Director and Staff.

Financial responsibility must be mutually agreed upon by at least one family representative and the funeral director. The signed agreement represents your understanding of the payment policy of Singleton Funeral & Cremation Services, P.A and **you agree to settle your account in the following manner:**

_____ Deposit amount: \$ _____

FAMILY REPRESENTATIVE

DATE

SOCIAL SECURITY #

FUNERAL HOME REPRESENTATIVE

FAMILY REPRESENTATIVE

SOCIAL SECURITY #