



RCTS Preparation Request Form

This document is to be completed by a funeral director or authorized staff member(s) of the funeral home.

Funeral Home: _____

Address: _____

Phone: _____

Decedent Name (LAST, First Middle): _____

DOB: _____ DOD: _____ Approx. TOD: _____

Sex: _____ Approx. Weight: _____ lbs

*If Time of Death (TOD) is unknown, please indicate above. For undetermined Date of Death (DOD), please indicate the date found.

Preparation Type: Please Initial on the Applicable Lines Below

Embalming Minimal Preparation

Notes: _____

Written Authorization Received by Funeral Home

(Please attach a copy of the written authorization to this document or send to info@rivercitytradeservice.com)

OR

Verbal Authorization Received by Funeral Home

Date _____ Time _____ Authorizing Person _____

Relationship to Deceased of Authorizing Party _____

Decedent Refrigerated? Yes No

If yes, how long? _____

Facial Hair Instructions: **Please Initial on the Applicable Line Below or Specify Instructions in "Other"**

Clean Shaven _____ Leave As Is _____

Other: _____

Special Instructions: _____

*Should detailed instructions be provided (e.g., instructions regarding the shaping of a beard or goatee), please email a quality reference photo to info@rivercitytradeservice.com so that all efforts can be made to meet your families' expectations.



READ: The funeral home requesting trade preparation services affirms that authorization to proceed with the preparation type indicated above has been authorized verbally or through written authorization by the Next of Kin or other person possessing the legal authority to control final disposition of the human remains named herein.

Both the client funeral home and River City Trade Service, LLC will complete the section below to proceed with preparation:

Printed Name of Authorized Funeral Home Agent

Title

Signature of Authorized Funeral Home Agent

Date

Matthew Allen Tyrrell II

Owner – Licensed Funeral Director & Embalmer

Printed Name of River City Trade Service, LLC Member

Title

Signature of River City Trade Service, LLC Member

Date