

Darlene Harrison

From: Mindy Andis
Sent: Thursday, June 16, 2016 9:58 AM
To: Darlene Harrison
Cc: Melody Harrison
Subject: Cemetery Information

Darlene~

I have gone through all the cemetery records that we have on file. Here are my findings:

Definition: Lot – (Multiple) has individual plots.

Plot – (Individual) can have 1 casket burial and or multiple cremains.

*Total 758 lots in the cemetery. Some of the lots in the older part of the cemetery will have 2-8 plots. Lots in the newer part of the cemetery will have 6 plots.

*Total 2139 entries (record).

*Total 37 lots available for purchase in newer part of cemetery.

*Total 324 plots available for purchase in newer part of cemetery.

*Total 193 empty lots in entire cemetery.

*Total 1086 marked graves in entire cemetery.

*Total 554 unmarked graves in entire cemetery.

*Total 119 unknown if buried (unmarked) in entire cemetery.

*Total 157 no names in entire cemetery. Might include unmarked and unknown.

Need more information let me know.

Mindy Andis
Deputy Town Clerk/Court Clerk
Town of New Castle
450 W. Main St.
PO Box 90
New Castle, CO 81647
(970) 984-2311
(970) 984-2716 (fax)
www.newcastlecolorado.org



ESTIMATE

NAME / ADDRESS	DATE
Town of New Castle 450 West Main Street, PO Box 90 New Castle, Colorado 81647 Attention: Melody Harrison	2/23/16

TOWN OF NEW CASTLE WEBSITE NEW HIGHLAND CEMETERY PAGES TO INCLUDE PHOTOGRAPHS AND OBITUARIES

THIS IS AN ESTIMATE ONLY UNTIL BURIAL RECORDS ARE UPDATED AND WE HAVE A TOTAL COUNT OF HOW MANY WILL HAVE PHOTOGRAPHS AND OBITUARIES

DESCRIPTION	HOURS	ESTIMATE
-------------	-------	----------

CLIENT TO SUPPLY UPDATED BURIAL RECORDS IN EXCEL DOCUMENT WHICH INCLUDES LAST NAME, FIRST NAME, YEAR BORN, YEAR DIED, PLOT #, LOT #, DIED IN MINE EXPLOSION AND UNMARKED GRAVE. PHOTOGRAPHS TO BE SUPPLIED IN JPEG FORMAT ALONG WITH NEW COPY FOR OBITUARIES.

New Highland Cemetery Pages Searchable Function will be similar to example from Oklahoma Cemeteries, but overall look/feel will match Town of New Castle's existing website.

CREATION OF NEW PAGES WITH NEW/EXISTING INFORMATION
 Information to be updated from existing Burial Records PDF which is now on the website. All photographs and obituary copy must be organized to make it easy to import into document matching photographs/obituaries with burial plots.

COMBINING PHOTOGRAPHS AND OBITUARIES WITH NEW/EXISTING INFORMATION
 Hours and cost based on 1,721 individual lots

Existing Burial Records have approximately 2,113 individual Lots (241 are empty and 151 are no name lots)

We do initial setup with photographs and obituaries. Any new adds/deletes after initial setup will be done by Town Staff.

Training if need be

	10	\$ 850.00
	20	\$1,700.00
	TBD	

Total 30 Hours x \$85.00 per hour \$2,550.00

Thank you for the opportunity to present this estimate. Prices may not be final and may not include shipping, tax, additional changes, domain registration, final printing or other incidentals. Deposit of 50% to begin scheduling of your project is appreciated. If at the time of billing we do not receive payment within 30 days, Client is liable for any and all collection costs on the balance due for products or services rendered, and the collection fee will be added to the account.

AGREED AND ACCEPTED BY
 AJ Design & Associates Ann J. Stuckey Date 2/23/16
 Client Signature _____ Date _____