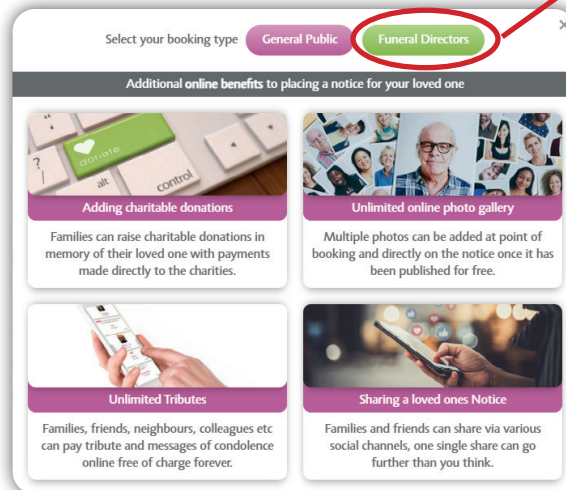
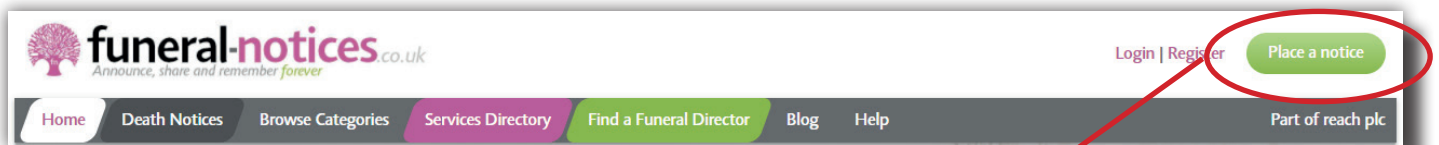


# Self-serve guide

Visit: [funeral-notices.co.uk](https://funeral-notices.co.uk)

Click **"Place a notice"** this is at the top right hand side of the page.  
If you're not already logged in you will be prompted to choose a booking type,  
please select Funeral Directors.



Then you can **log in** using your email and password.

If you are already a customer you can log in  
with your usual details. A password reset may be required.

The image shows a 'Log in here' form. It has two input fields for 'Email' and 'Password', followed by a green 'Login' button. Below the button are links for 'Forgotten/Need to reset Password?' and 'Need an account?'. At the bottom, there is a section for 'Or sign in with Google/Facebook' with buttons for 'Sign in with Google' and 'Log in With Facebook'. A footer note states: 'If you are already a bookanad.com customer you can login with your usual details. (Password reset may be required)'.

*The No.1 site across the UK for funeral notices*

## Choose a **classification**

The majority of funeral director bookings are under the classification Death Notice.

Please choose a funeral director classification  
this is the heading your notice will appear under

<b>DEATH NOTICES</b>	WEDDING ANNIVERSARY REMEMBRANCE
ACKNOWLEDGEMENTS	FUNERAL REPORTS
A LASTING TRIBUTE	CHRISTMAS IN MEMORIAM
IN MEMORIAM	ROLL OF HONOUR
LAMENTATIONS / PRAYERS	REMEMBRANCE DAY MESSAGES
REMEMBRANCE SERVICES	MOTHERS DAY IN MEMORIAM
BIRTHDAY MEMORIALS	FATHERS DAY IN MEMORIAM

## Choose your **location**

You can now search by city, town, postcode or newspaper title.

When you have selected a location you will be asked to select your publishing option, as well as our traditional newspaper titles you will now see we can also offer you an online only notice anywhere in the UK.

Choose your location or a newspaper title

Evening Gazette (Middlesbrough)

Please select a publishing option

Online Only (Teesside Area)


**Teesside (Publication + Online)**  
Evening Gazette

Newcastle (Publication + Online)  
Evening Chronicle - Journal


## You can now choose a notice **style** and confirm publication

We have two styles to choose from - newspaper and online at funeral-notices.co.uk or online at funeral-notices.co.uk

Choose a notice style and confirm publication



Online Only  
funeral-notices.co.uk  
from £30.00 Ex VAT



Print and Online Funeral Notice  
from £100.00 Ex VAT

Pre-selected publications are already ticked

☒ Evening Gazette

☒ funeral-notices.co.uk

Previous Continue

## Now add what you want to say and the finishing touches

Please complete the following fields, as you type you will see a preview of your advert.

You are booking into Bereavement Notices, Death Notices

**\*Surname**   
7 of min 2 to max 40 characters

**\*Forename(s)**   
10 of min 2 to max 50 characters

**Maiden Name**   
0 characters

**Nickname**   
9 characters

**\*Message**   
648 of min 10 to max 5000 characters

Company name (This text is for online purposes only. You only need to fill in your Company Name if you have not already included it in one of the other fields.)

**4**   
24 of max 100 characters

**Address**   
39 characters

**\*Relationship**

Upload Photo

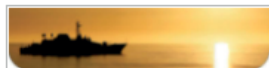


Upload Optional Company Logo



Select a symbol theme

Armed Forces



£90.00 Ex VAT

13 cm x 2 cols

**SURNAME**  
**First Name**  
**(Nick Name)**

home on the 9th June 2021. Jack had a wonderful and full life, and will now be laid to rest alongside his daughter Janette.

He leaves behind his loving wife Marjorie. He was a proud grandad of Richard, Neil, Michael, Annika and an even prouder great-grandad of Charley, Lewis, Olivia, Max, James, Toby, Amelia, Oscar and Leo. We will always remember the loving memories he has left as with. Jack will be deeply missed by his family and friends.

Due to current restrictions the funeral will be invitation only. Funeral to be held at Chatterlands Crematorium on the 7th July. Any charitable donations will be welcome for Macmillan Cancer Support.

**Example**  
Funeral Director & Sons

Example Funeral Services  
2021 Example Road, City, Area, HU141UE

zoom

### 1 You can now type in your notice wording.

There are boxes clearly marked for the forename and surname with options to include previous names and nicknames. The notice text goes in the 'message' box.

### 2 Adding a Photo (included in the fixed price of newspaper notices)

In the same way you selected 'upload optional company logo', you can add a photo by clicking 'Upload Photo' and following the instructions.

### 3 Adding company logo (included in the fixed price of newspaper notices)

Click on the green button 'Upload Optional Company Logo' and follow the image upload instructions to add your company logo at the bottom of the notice to show you are handling the arrangements. This image can be stored and used on each booking as and when required.

### 4 Add in Company Name


If you are using your logo to display your company name, you will need to write the name in the dedicated box to ensure the notice text displays your business name online. This is because logos appear differently online. Adding your company name here does not affect the notice text for the newspaper.


## Home Town/Notable Locations

Add up to 5 locations, such as a home town, birthplace, plus other notable locations. If you add more than one location, please denote which is their home town by selecting the house icon, which will appear alongside the town name.

### \* Home Town/Notable Locations

This ensures family and friends of the deceased are able to find the notice online

Add up to 5 locations, such as home town, birthplace plus other notable locations. If you add more than one location, please denote which is their home town by selecting the house icon which will appear alongside the town name. 

 Search for a town or city

## Adding Donations

If donations are mentioned in a notice, the booking system will auto-select the chosen charity. You can add a specific Branch or Ward of a charity and have the option to add multiple charities. If online donations are not wanted you can click "No Thank You" on that particular booking.

### ✓ \*Free Online Charitable Donations

Check if your charity is shown below

You can remove or search/add multiple charities

 Charity name

[Click here to add an unofficial organisation](#)

Lindsey Lodge Limited

702871

Optional branch or ward

[Remove](#)

## Adding Family Emails

Let us send a welcome email to your client, informing them when their notice is live on funeral-notices.co.uk, and ready to be shared with family and friends. We are GDPR compliant and we will not use this email for any other purpose.

### Customer welcome email

Let us send a welcome email to your client, informing them when their notice is live on [funeral-notices.co.uk](#) and ready to be shared with family and friends.

Email



Name (optional)



[Add Another](#)

If you need any further support, please contact one of our helpful team:

[Self-Serve](#) 03444 060276 or [fdteam@funeral-notices.co.uk](mailto:fdteam@funeral-notices.co.uk)

**DONATIONS ARE AVAILABLE ON EVERY MAIN NOTICE**