



Your Guide to publishing a newspaper notice







Visit: funeral-notices.co.uk

Click "Create 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.

Select your booking type [General Public](#) [Funeral Directors](#)

Additional online benefits to placing a notice for your loved one

 <p>Adding charitable donations</p> <p>Families can raise charitable donations in memory of their loved one with payments made directly to the charities.</p>	 <p>Unlimited online photo gallery</p> <p>Multiple photos can be added at point of booking and directly on the notice once it has been published for free.</p>
 <p>Unlimited Tributes</p> <p>Families, friends, neighbours, colleagues etc can pay tribute and messages of condolence online free of charge forever.</p>	 <p>Sharing a loved ones Notice</p> <p>Families and friends can share via various social channels, one single share can go further than you think.</p>



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.

Log in here

Email

Password


Login


[Forgotten/Need to reset Password?](#)

[Need an account?](#)

Additional login support for [Funeral Directors](#)

Or sign in with Google/Facebook

 Sign in with Google

 Log in With Facebook

If you are already a [bookanad.com](#) customer you can login with your usual details.
(Password reset may be required)



1

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

DEATH NOTICES	WEDDING ANNIVERSARY REMEMBRANCE
ACKNOWLEDGMENTS	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 MEMORIAM	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.

2

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

3

Choose a notice style and confirm publication

Online Only
funeral-notices.co.uk
From £30.00 (+VAT)

Print and Online Funeral Notice
From £100.00 (+VAT)

Adding the notice content

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** SURNAME
7 of max 2 to max 40 characters
- *Forename(s)** First Name
10 of max 2 to max 50 characters
- Maiden Name**
0 characters
- Nickname** Nick Name
9 characters
- *Message**
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, **Aurika** and an even prouder great **grandad** of Charley, Lewis, Olivia, Max, James, Toby, Annika, 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 Charnham Crematorium on the 18 July. Any charitable donations will be welcome for Macmillan Cancer Support.
- Company name (This text is for online purposes only. You only need to add your Company Name if you have not already added it in one of the other fields.)**
Example Funeral Services
24 of max 100 characters
- Address**
2021 Example Road, City,
Area, HU14JUE
20 characters
- *Relationship** Funeral Arrangements/Funeral Director

Upload Photo

Upload Optional Company Logo

Example Funeral Director

Select a symbol theme
Armed Forces

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) Click on the green button 'Upload Photo' and follow the image upload 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 also search for the charity by typing the name or registered charity number into the search box. 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



Newspaper dates

Please select the required dates for newspaper publication, if you are offered two dates these do not have to be consecutive.

0 of 2 dates selected for Hull Daily Mail Next Repeat Clear

FEBRUARY 2022							MARCH 2022							APRIL 2022							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
6	7	8	9	10	11	12			1	2	3	4	5							1	2
13	14	15	16	17	18	19	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
20	21	22	23	24	25	26	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
27	28						20	21	22	23	24	25	26	17	18	19	20	21	22	23	
							27	28	29	30	31			24	25	26	27	28	29	30	

Online dates

You also need to let us know when to publish the notice online. This can be done immediately by selecting the box between the calendars or by choosing a date from the second calendar.

Tick to publish notice online immediately after booking?
Or select a start date from the calendar below

0 of 1 date selected for funeral-notices.co.uk Clear

FEBRUARY 2022							MARCH 2022							APRIL 2022							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
6	7	8	9	10	11	12			1	2	3	4	5							1	2
13	14	15	16	17	18	19	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
20	21	22	23	24	25	26	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
27	28						20	21	22	23	24	25	26	17	18	19	20	21	22	23	
							27	28	29	30	31			24	25	26	27	28	29	30	

Your basket

The screenshot shows a 'Your basket' page with the following details:

- Notice Publication & Classification:** Reference: 902085402, Liverpool Echo - 7 inserts, funeral-notices.co.uk - 1 listing. In: Death Notices. 6cm x 2col. Buttons: Edit, Delete, Print.
- Publishing Date:** Mon 20 Jun 2022 -to- Mon 27 Jun 2022. Buttons: Show Dates, Edit Dates.
- Save For Later:** A checked checkbox.
- Family Price:** Was: £100.00, Ex VAT: £90.00, £20.00, VAT @ 20%: £18.00, £120.00, Inc VAT: £108.00.
- Price to Pay:** Sub total: £90.00, VAT @ 20%: £18.00, Total: £108.00.
- Callout 3:** A star icon with the text 'Set this notice style/package as your favourite'.
- Callout 4:** A 'Promotional code' input field with an 'Apply' button.
- Callout 5:** An 'Order number (optional)' input field.
- Callout 2:** A summary table of prices.
- Callout 1:** The 'Family Price' column header.

At the bottom, there are three buttons: 'Place Another Notice', 'Card Payment', and 'Payment on Account'.

- 1 The price to the left is the price to charge your family.
- 2 Price to pay is the amount you will be invoiced for this notice.
- 3 Select the star to set this notice as your favourite, making it easier to book your next notice.
- 4 Enter the reference number you are using for this client.
- 5 Choose to place another notice or submit this notice for payment on account. The notice will be checked by our team of moderators and will then be available for you to make any required amendments.



For help and support contact us on:

fdteam@funeral-notices.co.uk | Tel: 03444 060 276

