

A PRACTICAL GUIDE

Our funeral services options and prices



**Ballard
& Shortall**
Funeral Directors



C.P.J. Field.

More than a funeral director since 1690.

Our Philosophy

As a family business we understand that bereavement can be ever so tough – especially when you're alone. We'll be by your side every step of the way. Looking after your loved one as if they were one of our own, helping you celebrate the unique life they lived, being there when you need us. Caring for the living is who we are and what we do.

It is our job to walk beside those who are going through a difficult time and those who are experiencing the unpredictable and unexpected nature of grief.

We won't stop looking for ways in which we can continue to do this, and to strive to be the very best at what we do.



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Pre-planning

Having to think about your own funeral arrangements can be an uncomfortable thing to do, but thoughtful pre-planning can secure not only your own peace of mind but also the comfort and reassurance that your family will be spared the extra burden at such an emotional and distressing time.

We're delighted that our plan partner Golden Leaves have achieved authorised provider status with the FCA and CPJ Field & Co are registered as authorised representatives of Golden Leaves for the purposes of selling funeral plans.

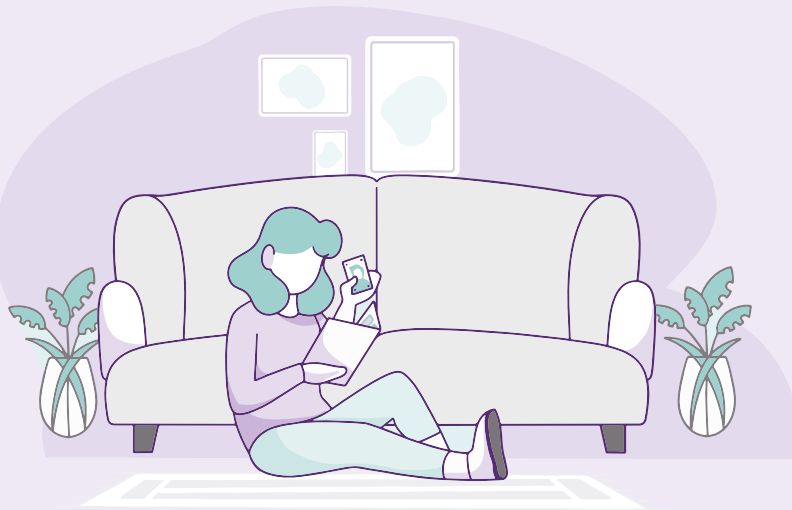
For more information or to get started on pre-planning, please visit www.cpjfield.co.uk/funeral-planning/funeral-plans



TYPES OF FUNERAL

There are many types of funeral. Some people choose a small gathering at home, others prefer a grand affair.

Funeral types range from cremations to burials, and from eco-friendly to at-home funerals.



Why do we have funerals?

Funerals provide us with the opportunity to gather and support those who experience loss, to share memories and stories with fellow mourners, while saying goodbye to a person we love and will miss. In this way, we help each other have the chance of the best start possible to a new life without that person in it.

Funerals are about the person who has died and for the people grieving their death.



Tailored Funerals

We tailor all our funerals to meet the exact wishes of the individual and the family. We arrange cremations, which have become very popular in recent times, and we plan both religious and non-religious cremations, designed to be bespoke, to suit all. We also arrange burials at local cemeteries.

Both cremations and burials can begin with a separate service elsewhere, which can be held in a place of worship or another venue separate from the crematorium or place of burial.

Just as each person is unique, our funerals are planned to be equally unique to suit your family's wishes. Many families no longer want a traditional funeral service and instead want a service that is personalised, reflects their loved one, and celebrates a life that has been lived.

We can help you to arrange a reception wherever you wish.



A full-service funeral

A funeral with a ceremony brings family and friends together to support one another, share memories, and say goodbye in a way that's deeply personal.

Your Funeral Director will ensure everything runs smoothly, from selecting a date, coffin, and hearse to arranging transport, flowers, music, readings, and who leads the service, whether religious or not.

Ceremonies can take place at a crematorium, church, or another meaningful location, followed by committal at a cemetery or crematorium.

We can also help arrange a reception, a chance to gather, reflect, and remember together.



A funeral without a ceremony

Not every goodbye needs a formal service, but it's still significant.

A no ceremony funeral includes the same level of care, professional preparation, a chosen coffin, and support with paperwork. Your Funeral Director will accompany your loved one to the place of committal without family or friends in attendance.

If you wish, we can help plan a memorial or tribute later, offering space to honour and remember.

This option is just as personal and dignified as a full service funeral.



A country funeral at CPJ Field

A funeral can take place somewhere peaceful and personal, beyond traditional venues.

With a country funeral, you can hold a private ceremony in the countryside, followed by a relaxed reception with food and time to be together.

Afterwards, your Funeral Director will take the coffin to a nearby crematorium. You're welcome to join or stay with your guests while we carry out the committal for you.

Speak to us if a country funeral feels right, we'd be honoured to help.



Sustainable funerals at CPJ Field

Like many of our clients, we take environmental responsibility seriously. We can advise on the most environmentally friendly approach to every aspect of our services. Here are just a few things we can do to make your service greener.

- We offer natural living memorials.
- Our coffins are all sourced from wood that's been accredited by the Forestry Stewardship Council, and are made using a carbon neutral process.
- Flowers are sourced from local florists, all of whom use environmentally-friendly growing methods and packaging wherever possible.
- Any CO₂ emissions created by our standard funeral service can be offset by making a £25 donation to Groundwork UK. We'll be happy to arrange for a donation to be made on your behalf.
- Our electric hearse can be used at any service and is available for use throughout CPJ Field.

For more on how to make a funeral greener by understanding its environmental impact, visit greenergoodbyes.co.uk



This image is of Pangdean Barn, Brighton

Why do we visit someone who has died?

Starting the journey to understanding what life is going to be like without the person who has died is, in many ways, the most important function of a funeral.

A key initial step on that journey is the experience gained from visiting the person who has died. This is possibly one of the hardest decisions to be made, yet we believe it is worthwhile because visiting the deceased person can help to make the connection between the person that was and the body they have left behind.

You can make a private appointment to come in to the funeral home, or you can arrange for friends and family to be present at the same time. We find that the community which your friends and family bring is an important source of support and comfort for those in grief.

The sharing of stories, memories and maybe even a bite to eat can have a positive effect on the early days of a bereavement.

Contact us to discuss setting up your funeral home visits.



Our funeral home in East Grinstead

What do our funerals include?

Our funerals are arranged and carried out by our team of caring, trained funeral professionals from each of our funeral homes. Using their extensive knowledge and expertise, they will guide you through the planning of your funeral arrangements from registering a death and booking venues to organising a condolence page and collating charitable donations.

The provision of written estimates and final accounts is supplied from within a client portal on our website for easy access and agreement.



- | | |
|---|--|
| ✓ Tailored ceremony | ✓ Attendance of family and friends |
| ✓ Condolence page for friends and family to leave messages of support | ✓ Choice of time and date for funeral to take place |
| ✓ Family transportation to funeral | ✓ Mortuary care |
| ✓ Music and visual tributes | ✓ Floral tributes |
| ✓ Condolence page to share memories and charitable donations online | ✓ Advice and guidance |
| ✓ Embalming | ✓ Visits to our funeral home chapel of rest or visiting room |
| ✓ Choice of coffin | ✓ Celebrant or Religious service |
| ✓ Stationery and order of service | ✓ Never Alone aftercare support and community network |

For a full price list and details of the fees for the services we provide, see full price list on page 24.

THINGS TO CONSIDER



The coffin

A small selection of the wide variety available:

The Islay

A real oak veneered coffin with flat sides and flat lid, fitted with six electroplated brass effect handles and plate. Available in a variety of colour finishes. **£454**

The Brighton

A solid European pine coffin with plain sides and flat lid, finished with a water-based natural polish for a matt appearance. Furnished with four solid pinewood handles. **£1,195**

The Oakham

A solid oak coffin with simple plain sides and flat lid, fitted with deep solid wood moulds to the base and lid. This coffin is polished to a high gloss finish and is available in a variety of colour finishes. **£1,324**

The Ascot

A solid oak coffin with simple plain sides, a raised lid and deep moulds to the base. This coffin is polished to a high gloss finish and furnished with six brass coloured bar handles on the sides and one each on both the head and the foot ends of the coffin. Available in a variety of colour finishes. **£1,489**

The Barnard

A solid oak coffin with feature deep panels to the sides and ends. This coffin has a high raised lid and is polished to a rich gloss finish, fitted with six brass coloured bar handles on the side and one on both the head and the foot ends of the coffin. Available in a variety of colour finishes. **£1,389**

A wide range of willow, wool, bamboo and American-style caskets are available.



The Islay



The Ascot



The Brighton



The Oakham



The Barnard



For more options, please see Our Coffin Selection brochure on our website:
www.cpjfield.co.uk/things-to-consider/coeffins-and-caskets

Homeland International by CPJ Field & Co: Specialist repatriation services

When someone we love dies overseas, our first thought is, how do we bring them home? That's why we have a specialist repatriation division, Homeland International, who can also support with the repatriation of remains from the UK to anywhere in the world. Our team is on hand 24 hours a day, 7 days a week, to guide you in the repatriation arrangements for your loved one. Costs vary depending on flights and embassy charges, but our team is more than happy to provide an estimate at any time.

We can also help with the transportation of ashes all over the world. There are many reasons why you may wish to transport ashes overseas. Sometimes repatriation is not possible or the option of holding cremation first and looking to return your loved one's ashes home afterwards is preferred. We can arrange the transportation of ashes anywhere worldwide, to airports, funeral homes, or private address.

Contact

For more information on our specialist repatriation services, please visit our website: homeland-international.co.uk or speak to a member of our team at: support@homeland-international.co.uk or +44 03300 417 265.



AFTER THE FUNERAL

Once a funeral has taken place, there may be some arrangements that might need considering.

It can be a great comfort to organise a memorial as a place to visit or some other meaningful idea that will serve as a means to remember someone close to you who has died.

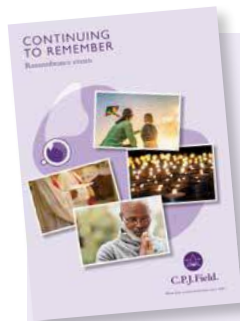
We can help you to organise an ashes burial or scattering ceremony afterwards.

After a direct cremation or a funeral with no ceremony, you may consider organising a celebration of life ceremony or a service of remembrance and thanksgiving at a later date.

There will be no ceremony on the day the service is provided.

When a local no-ceremony funeral is chosen and you ask us to collect the ashes from the crematorium on your behalf we will contact you to let you know they are back with us.

We will take that opportunity to share with you information on what to do next.



Please see our **Continuing to Remember** brochure on our website for a wide range of ideas of what you might do with the ashes after a cremation.

With your permission we will make a diary note to contact you three months after the funeral to offer our assistance in arranging such a ceremony or service.



HEADSTONES, CREMATION PLAQUES AND TABLETS

Headstones and stonemasonry represent timeless traditions that have been present throughout our time as funeral directors.

Like all our services, every aspect of our headstones, cremation plaques and tablets can be personalised. You can choose from a range of stonemasonry ideas, colours, and finishes. We'll even help you with the all-important message.

See our separate brochure for more details.

MEMORIAL JEWELLERY

We offer a significant range of keepsakes and memorial jewellery that incorporate or store ashes. See our separate brochure for more details.

'See You' memorial jewellery



'Ashes into glass' memorial jewellery



Your relationship with us

As a tenth generation family-run funeral directors, each day we support bereaved families, and we know that it is not just the day of the funeral which matters.



Never Alone™

From C.P.J. Field

There can be an emptiness felt when a person you love dies, and the act of grieving can be isolating as others can feel uncomfortable, not knowing what to say and even avoiding a bereaved person when they most need support.

CPJ Field offers further support after a funeral to help fill this gap. Coordinated by our Community Champions, and first established in 2018, CPJ Field's Never Alone™ is a free community-based scheme, run from our vibrant Funeral Homes and other community venues in the areas which we serve, designed to give families support via a range of activities and events which help to reduce grief and assist with improving physical and mental well-being. Social connections are the key to our happiness and encouraging connections through coffee mornings, sponsored walks, days out, sports groups, fitness groups, grief counselling, and other mental health support are all aspects of our Never Alone programme.

For more information on our activities, please ask a member of the team or visit our website: www.never-alone.co.uk



How do you price a funeral?

The cost of a funeral will reflect the personal, cultural and financial needs of your family, and the choices you make.

We have a flexible pricing structure that allows us to orchestrate your choices for a funeral that reflects the life of the person who has died, ensuring you remember them in a way that is meaningful and relevant to you.

Funerals aren't arranged very often and we understand that you may be experiencing funeral service for the first time. Our trained Funeral Arrangers are on hand to provide no-obligation advice and guidance on what to expect and what to do when someone dies.

Our team of specialist Funeral Arrangers and Funeral Directors is available to talk with you 24/7 and will provide an itemised estimate covering all aspects of the services we provide and the costs associated with the funeral you arrange for your loved one.

We've done our best to make sure that this is transparent and easy to follow.



There are four main costs associated with a funeral:

1. The fees for the services we provide (see page 24)

- Our professional service fee for arranging, planning and conducting the funeral
- Collection of the deceased person and transfer to our funeral home
- Care and preparation of the person who has died
- Provision of a hearse from our funeral home to the place of the funeral

2. The coffin or casket (see page 16)

We will provide a cardboard coffin for no additional charge, or you can choose a coffin or casket that suits the role it will play in the funeral.

3. Other fees

- Florists
- Catering
- Music/musicians etc
- Newspaper notices
- Order of Service booklets (see page 26)
- Cremation urns and other remembrance items
- Stonemason's services

4. Third party fees

Sometimes known as 'disbursements', these fees are set by someone other than us, for example, the owner of the location where the funeral is to take place. These may include burial authority fees, cremation authority fees, churchyard burial fees, celebrant fees, visual tribute fees, webcasting charges and so on.

Fees for the services we provide

Our professional service fee

- Guidance, expertise, care and administrative support from our team of trained funeral professionals (available 24 hours a day, 365 days a year).
- Meeting to make funeral arrangements over the phone, by video call or in person. Some of our locations are smaller than others, so do call ahead to check whether it's appropriate for more than two or three people to attend the arrangement meeting.
- Liaising with celebrant (religious or non-religious) who is to lead the funeral ceremony. The celebrant will also make contact with you to agree a meeting to discuss the form and content of the funeral ceremony.
- Advice on all aspects of certification and registration of the death.
- Advice and assistance in completing burial or cremation applications and digital submission of completed forms to the Burial or Cremation Authority as relevant.
- Liaising with hospitals, doctors, medical examiners, or HM Coroner as required by the circumstances.
- Booking the service time with the venue, organising/ordering music and submitting other items for the funeral (i.e. at a crematorium this might include a video tribute, request for live streaming service, photos for display screens and so on).
- A condolences page on our website with an obituary for the person who has died where friends and family may post messages of comfort and support. In memory donations to a charity of your choice can also be left here.
- Receiving and listing charitable donations and forwarding monies collected to chosen charity.
- You can decide whether to publicise the date, time and location on our website for you to share with others who may wish to attend.
- Placing a notice of death in local and national newspapers on your behalf at your cost.
- Liaising with florists for the delivery of tributes on the day of the funeral ceremony. This can include purchasing flowers on your behalf.
- Attendance of a funeral director to conduct the funeral and sufficient funeral service team members at the funeral venue for the service (whether attending a graveside or carrying into a crematorium chapel for most funerals this will typically be four people carrying the coffin on their shoulders but this may vary according to the situation).
- Provision of written estimates and final accounts detailing all charges relating to the funeral as well as use of the client portal on our website for current estimates of costs and payment of deposits due.
- Collect the ashes from the crematorium (as applicable) and return to the funeral home for storage of up to three months until further arrangements can be made.
- Placing a temporary marker on the grave (as applicable) after the ceremony has been completed.
- Provision of advice and support following the funeral.

£1,560

Care, preparation and presentation of the person who died

- Provision of mortuary care by experienced and qualified members of our funeral service team from arrival at our mortuary facility for up to 14 days after arrival.
- Wash and dress the deceased person in clothes provided to us or in the selected robe or gown.
- Embalming is provided only with express consent, and where the embalmer is an employee of CPJ Field & Co. there is no additional charge for their services.
- Facilitating a visit to the funeral home (within usual office hours) to see the deceased person in our visiting room. (Some of our locations are smaller than others please call ahead to check how many people can be accommodated on a visit).

£864

Collection of the deceased person

- Attendance of our funeral service team (usually a minimum of two people although this may vary according to the situation or circumstances) to prepare for the deceased person to be transferred from the place of death.
- Conveyance of the person who died to a mortuary facility at a nearby CPJ Field funeral home.
- For collections from locations that are more than 15 miles from our nearest funeral home additional mileage charges will apply (see below).

£507

Transport to the funeral

- The provision of a hearse from our funeral home to the venue for the funeral ceremony (via a route of your choosing).*

£635

- For funerals held at a venue that is more than 20 miles from the arranging funeral home, additional mileage charges will apply (see below).

Total funeral charge (excluding coffin)	£3,566
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- Embalming surcharge (where provided by an embalmer not directly employed by CPJ Field). **£222**
- Daily charge for continuing care for the person who died beyond 14 days. **£21**
- The provision of a limousine to transport a maximum of six mourners to the funeral and back again (via a reception if required). For funerals held at a venue that is more than 20 miles from our funeral home additional mileage charges will apply (see below). **£318**
- The provision of a mourner car to transport a maximum of four mourners to the funeral and back again (via a reception if required). For funerals held at a venue that is more than 20 miles from our funeral home additional mileage charges will apply (see below). **£185**
- The use of our service chapel (where available) for a ceremony prior to taking the coffin to be buried or cremated. **£197**

* Alternative hearses (horse-drawn, vintage car, motorcycle, lorry etc) are available on request.

Fees for the services we provide continued

Design and print service sheets for the ceremony

4 pages 50 copies: £127 100 copies: £175 150 copies: £222

8 pages 50 copies: £166 100 copies: £228 150 copies: £293

Other charges

- To our professional attention in arranging for the burial of the ashes of the deceased person, dealing with correspondence, administration of all documentation and disbursements. This does not include attendance of our Funeral Director or grave preparation charges which are in addition. **from £272**
- Surcharge for a funeral ceremony arranged to take place at the weekend or on a bank holiday. **£792**
- Arrange for a new stone memorial following a funeral service or interment of ashes. **£POA**
- Remove and replace a headstone to allow for a further burial. **from £250**
- Arrange for an existing full grave memorial (e.g. headstone and kerb set) to be removed to allow for a further interment and subsequently to be replaced. **from £680**
- Provide a wooden cross to temporarily mark a grave. **£109**
- Monthly storage fee for ashes beyond the three months allowed for in our professional fee. **£32**
- Additional mileage (price per mile) for travel out of the area. **£2**
- To transport the deceased person by private ambulance between our mortuary and another location prior to the funeral. **£480**
- Collection and delivery of ashes. **£85**
- Catering for a reception after the funeral ceremony. **£POA**
- Supplementary charge for arranging a funeral of particular complexity or unusual detail. **£472**
- Take the coffin home, to a place of worship or other venue the day before the funeral ceremony with hearse, funeral director and sufficient funeral service team members. **£795**
- Take the coffin into the venue (i.e. church) for the funeral more than 2 hours prior to the ceremony. **£559**
- Surcharge for funerals where the committal (burial or cremation) is more than two hours after a separate ceremony.** **£611**
- Surcharge for alternative vehicles provided by external company, per vehicle **£250**

OUR PAYMENT TERMS AND OPTIONS

It is our practice to collect the estimated out of pocket expenses incurred with the third parties in the course of providing the funeral (known as disbursements) and half of our estimated fees in advance of the funeral. We will provide a final account for the funeral costs seven days after the day of the funeral which should be settled upon receipt.

Please consider settling your account by BACS or by credit card online at <https://portal.cpfjfield.co.uk> (see page 30).

For further information or guidance please visit www.cpfjfield.co.uk or call 01444 230 430.

Assisting with 'Self-help' funerals

- Professional fee for providing guidance, advice and support when assisting with a 'Self-help' funeral **£627**
- Receive fit and finish a coffin provided separate to a funeral arrangement **£298**
- Charge for mortuary care and storage for a 'Self-help' funeral **£20/per day**

**Where the committal services takes place two hours or more after the start of the funeral ceremony, an additional charge of £258 per vehicle.

NB: Where a double funeral is arranged only 50% of our professional fee will be charged for the second deceased person.

Where the balance of the funeral account is paid direct by a bank or solicitor we will refund the deposit (to the individual who paid it) and no surcharge will be applied to the account.

Funeral with no ceremony from your local funeral home

This service is provided by our funeral home team and includes the same levels of locally-based service and support to you, as well as care for the deceased person as for all funeral services provided from our funeral homes.

- Arrangements made over the phone, by video call or in person at your local funeral home or your own home.
- Organised within 7–10 days of death occurring (registration and paperwork permitting).
- Care, preparation and presentation of the person who died.
- Wash and dress the deceased person in a suitable gown.
- Facilitating a visit to the funeral home to see the deceased person in our visiting room.
- Provision of mortuary care by experienced and qualified members of our funeral service team from arrival at our mortuary facility for up to 14 days after arrival. (Where delays in completing statutory paperwork result in stays longer than 14 days in our mortuary an additional £20 per day will be charged.)
- Advice on registering the death with the registrar over the phone or registering the death for you.
- Advice and assistance in completing burial or cremation applications and submission to the Burial or Cremation Authority.
- Liaising with hospitals, doctors, medical examiners, or HM Coroner as required by the circumstances.
- A condolence page on our website with an obituary for the person who has died where friends and family may post messages of comfort and support. In memory donations to a charity of your choice can also be left here.
- Transport for the coffin to the cemetery or crematorium.
- Attendance of a funeral director to conduct the funeral and sufficient funeral service team members at the graveside or crematorium chapel before the service (for a cremation this will typically be two people using a wheeled bier to convey the coffin).
- You will be notified of when the cremation/burial is to take place. It is not intended that any mourners attend the venue at the time the coffin is delivered. The coffin will be placed in the grave or on the catafalque (as appropriate) and our colleagues will leave.
- If we are asked to collect the ashes following the funeral we will hold them for you securely and safely for three months without charge. After three months a charge of £25 per month will be made for that continued service.

£2,709 excluding third party fees

A no-ceremony funeral does **not** include:

- Any ceremony immediately before or after the coffin is presented for burial or cremation
- The attendance of a celebrant (religious or non-religious) at the place of committal
- Dressing the deceased person in their own clothes (can be provided at additional cost)
- Choice of coffin (can be arranged at additional cost)
- Choice of date and time for the cremation or burial to happen.



Liberty Cremations by CPJ Field: Direct Cremation Service

Direct Cremations can be arranged by our partner, Liberty Cremations.

This is a lower cost, basic service that we provide on a regional basis.

It is managed by a central call centre that arranges for the collection of the deceased person and the return of the ashes after the deceased person has been cremated.

www.libertycremations.co.uk

Before choosing a direct cremation, come and talk to us about all our funeral options.

OUR ONLINE PORTAL

Helping to manage your funeral online

Our client portal gives you the ability to publish the details of the funeral onto our website as well as collecting online donations and condolence messages. You can also:

- Personalise the page with photographs and wording about the person who has died
- Approve messages of condolence left by your friends and family
- An area for family and friends to leave photos, memories and messages
- View 'live' estimate online
- Light a candle in memory
- Share funeral service information, if desired, via your social media account, for example WhatsApp
- View the funeral costs including disbursements
- Pay deposit / final account online
- Make a debit / credit card payment

Useful information for Windows
For information and family resources on Windows and its surrounding area.

[View Local Information](#)

[Write a Condolence Message](#) [Funeral Registration](#)

FUNERAL ATTENDANCE REGISTRATION

Your name *

Relationship (optional)

Representing (optional)

[Submit](#)

[Write a Condolence Message](#) [Funeral Registration](#)

WRITE A CONDOLENCE MESSAGE

Your name

Your email

Your message

Include a picture

[Choose File](#)

(JPG and PNG image formats are supported. Please file size 4MB)

Light a candle

Four icons representing different ways to light a candle: a candle, a flame, a flame, and a flame.



We are the Field family of CPJ Field, a leading family-run funeral service provider which operates funeral homes across South East England.

All of our funeral homes operate under their original names and have a long heritage to draw on. Our family includes:

Attree & Kent, Ballard & Shortall, Christopher Stringer, Constable & Toop, Cooper & Son, Deric-Scott, Edmund & Sons, Fuller & Scott, Haine & Son, Heritage & Sons, S.E. Skinner & Sons, Shires

Over the past three centuries, CPJ Field has been actively owned and managed by the Field family through ten generations. It is our solemn promise to help you to make your funeral experience as personal and individual as possible.

Jeremy, Emily, Charlie



C.P.J. Field.

More than a funeral director since 1690.

Ballard & Shortall

10 Haslett Avenue West, Crawley RH10 1HS
01293 520 011 | ballard.shortall.crawley@cpjfield.co.uk

Lingfield Road, East Grinstead, West Sussex RH19 2HA
01342 323 092 | ballard.shortall.egrinstead@cpjfield.co.uk

1 Wellington Road, Horsham, West Sussex RH12 1DD
01403 257 243 | ballard.shortall.horsham@cpjfield.co.uk

69 Victoria Road, Horley, Surrey RH6 7QH
01293 820 377 | ballard.shortall.horley@cpjfield.co.uk

12 Hartfield Road, Forest Row, East Sussex RH18 5DN
01342 822 120 | ballard.shortall.forestrow@cpjfield.co.uk

www.cpjfield.co.uk



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