



1st June 2020

Adam Clapton
Office Manager
Witney Town Council
Town Hall
Market Square
Witney
Oxfordshire, OX28 6AG

Dear Adam

Many thanks for your enquiry into my services. We understand that you have RBS cemetery administration system which we are compatible with. In 2014 your cemetery maps were scanned which we have had sight of.

Create Windrush Cemetery 2,000 graves	£1,000.00
Create Tower Hill Cemetery 5,000 graves	£2,500.00
Printing of Maps and postage and packing	£150 .00
Scanning of 15 Burial records including memory stick (Transport @ cost)	£1,100.00

Cemetery maps

We use existing cemetery plans and google earth to reconstruct the map of your cemetery using Ordnance Survey MasterMap data as the scaled background map. We would then liaise with you to agree the grave numbering protocol so that each plot had a unique identification number which would then tie back to the burial details associated with the plot. Once the map has been created we would send you a first draft for checking and amendments. We would then link the map via Maplink to RBS Cemetery system.

Scanning of Burial Registers

The registers are scanned at 300dpi in greyscale jpg files of 1mb each. The scans can then be reduced to upload if wished. All files will be delivered on memory stick in Jpeg format. The images will then be converted into PDF for multi-page for quick and easy reference.

Scanning of Cemetery Maps

Cemetery maps have already been scanned

This element of the quote is sub contracted to Scripti Ltd who has over 16 years' experience of scanning burial registers and maps.

Please note that the above prices exclude VAT.

Yours sincerely

Philippa Harrison
Tel. 07817763978
Email pharrison@peartechology.co.uk