

Preparation in Advance

Anyone with assets or dependents is prudent to have a will and have it periodically reviewed.

A solicitor will draw up these documents for a small fee. Relatives or friends may act as executors, or if it is preferred Trustee companies act as professional executors. They charge 3 - 5% of the estate as their executor fee when the will is administered. The State Trustee is a Government agency that acts the same way.

Those who like to arrange particular matters in advance can:

- Pre-pay their funeral,
- Pre-arrange their funeral by lodging details with us.
- Pre-purchase a Grave or Cremation Deed (our advice should be sought regarding limitations),
- Complete a Personal Particulars form and leave it with an executor or next-of-kin.

When a loved one enters a Nursing Home or Private Hospital relatives will be asked at the time to nominate a Funeral Director as a precaution. If not, it may be wise to have them take note of your family's preference rather than let them call anyone should death, even if unexpected, occur overnight.

When funerals are pre-paid they are quoted at current prices. The money is invested in a guaranteed Funeral Bond. When the service is required the Bond money is paid to us and it completely covers the cost of the funeral.



Member firms must be 100% Australian owned and are all family owned and operated. They are required to adhere to a strict Code of Ethics, whilst providing facilities which comply with the association's 'Minimum Standards' requirements and are signatories of the 'Members Code of Practice' unique to this association.

The Registration Procedure

The funeral director is given an authority from the doctor (a medical cause of death) or the Coroner to proceed with the funeral. This is required to the cemetery when entering with the funeral.

The Death Certificate is only issued by the Registry of Births, Deaths and Marriages.

When a doctor signs his Doctor's Certificate it can take approximately four weeks from the date of death for the registry to process the document. When a coroner is involved it usually takes quite a bit longer. An interim Death Certificate can be ordered from the registry in this case, however they do charge an additional fee to do so.

Our Background

We purchased our premises in late 1986 and received our permit to operate in 1987, conducting our first funeral on 19th March 1987.

We have progressively purchased modern equipment, completely renovated premises establishing a modern mortuary, rebuilt our garage and have also renovated our reception, office and small chapel area.

Mal Dubock stepped away from the day to day running of the business in January 2015, although still acts in an advisory role. Mal's sons Stephen and Philip have now taken over the day to day running of the business.

Our team are highly experienced and include dedicated funeral arrangers and conductors, a receptionist, a qualified embalmer, office and funeral backup staff and an innovative design team (for the growing need to provide quality customised funeral stationery).

We are constantly seeking ways to improve the quality of the service and care we provide our client families.



DUBOCK
— F U N E R A L S —

A Special Quality of Personal Service



Our Services

155 Melville Road
West Brunswick VIC 3055

Web: www.dubockfunerals.com.au
Email: info@dubock.com.au

Phone: 9384 1100

All hours - All suburbs

Est. 1987



Dubock Funerals is a Melbourne family owned business, providing a "Special Quality of Personal Service" by paying particular attention to detail, being sensitive to family needs and providing a dignified service.

Even today we advertise very little. Our niche business services people from middle Australia who come to us by recommendation from family and friends.



What Do I Do When a Death Occurs?

If you call us we can advise you and take immediate action to assist you by making all necessary arrangements according to your wishes.

We are available **24 hours** a day, **7 days** a week on

Ph: 9384 1100

We offer our premises, vehicles, facilities, equipment, staff experience and professional competence in support of our service.

A death may occur in a hospital, nursing home or at home. We will effect the transfer to our mortuary, facility usually arriving within one hour of being called.

Should a death occur at home it is usually necessary for a doctor to pronounce the person as being dead before they can be moved. If you are not sure what to do, contact us at any time, day or night.

Should the deceased be transferred to the Coronial Service Centre, the transfer service or funeral director contracted by the coroners office to do the transfer is paid by the government. You are under no obligation to use that funeral director and are free to choose your own. You need not be influenced by anyone from that company or the Coroner's office.

Locum doctor services are normally used after hours and it may take a few hours for the locum doctor to arrive after being called. In the case of an accident or when the Coroner is involved care is needed as seemingly unimportant actions, particularly the misspelling of names when making identification, can prolong the settlement of affairs later.

At a time convenient to you, one of our representatives will arrange to meet with you and your family.

We can meet with you

- At your home, or that of a loved one
- At our funeral home
- At a location of your choice (e.g. nursing home, hospital etc...)

We organise all aspects of the funeral to your requirements. We are able to advise on other matters although legal or financial affairs should be referred to the solicitor, trustee, accountant or bank manager.

We Arrange

- All funeral service requirements.
- 24 Hour transfers - local, interstate and overseas.
- Repatriations - interstate / overseas.
- Mortuary care - overseen by an experienced and qualified embalmer.
- Viewing.
- 24 Hour contact and advisory service.
- Liaise with the crematorium/cemetery.
- Clergy or celebrants.
- Booking with churches, chapels and alternate venues for the funeral.
- Tearooms and catering venues.
- Registration with the registry of Births, Deaths and Marriages.
- A full range of locally produced and international coffins and caskets with varying styles including traditional, modern and environmentally friendly options.

As Required

- Mourning coach & stretch limousine (up to 10 seater)
- Floral tributes
- Full death certificate
- Newspaper notices
- Projector and portable screen. A/v equipment
- Professional photographic presentations
- Quality memoriam signature books
- Mass books and order of service booklets
- High quality, fully customisable funeral stationery including: thank you cards, bookmarks, memorial cards, and santini cards
- Recorded music
- Live musicians
- Professional filming and webcasting of the funeral service.
- Doves, balloons and butterfly releases (seasonal) as part of the ceremony
- Cremation urns and keepsake jewellery
- Catering services on varying budgets
- Embalming - cosmetic and overseas repatriation
- Exhumation for services

Prices

Our personalised funeral services are fully tailored to your family's needs, wishes, and financial requirements. Our fees are very reasonable and we will work within your budget and individual requirements to provide a meaningful and dignified tribute for your loved one.

Contact us at anytime on **9384 1100** for an obligation free itemised quotation.

