



# ASSAY NOTE

HM  
 HALLMARKING  
 NON HALLMARKING

Please tick one option only

PLEASE WRITE IN BLOCK CAPITALS USING A BALL POINT PEN - **COMPLETE IN FULL**

THIS NOTE SHOULD BE USED FOR ONE METAL ALLOY STANDARD ONLY. HALLMARKING, STAMPING / LASER & NON-HALLMARKING ITEMS SHOULD BE ON A SEPARATE NOTE.

## 1. YOUR DETAILS

INVOICE TO:	
ADDRESS:	
POSTCODE:	
ACCOUNT / SPONSOR NO:	YOUR REF / PO:
CONTACT NAME:	EMAIL:
TEL NO:	MOBILE NO:

## 2. SERVICE LEVEL REQUIRED <sup>(subject to availability)</sup> (If your requirements are outside of these terms please ask)

<b>1 HOUR SERVICE*</b> See price list	<input type="checkbox"/>
<b>SAME DAY SERVICE*</b> Items received by 9.30am ready 3.30pm same day. 100% additional charge applies. Items received after 9.30am will revert to next day service.	<input type="checkbox"/>
<b>NEXT DAY SERVICE*</b> Item received by 9.30am ready 9.30am next day 50% additional charge applies.	<input type="checkbox"/>
<b>STANDARD SERVICE</b> Standard charge applies. For lead time see website.	<input type="checkbox"/>

## 3. JOB DETAILS <sup>Tick one metal only</sup>

<b>SILVER</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 800 925 958 999 (ST) (BRIT)
<b>PALLADIUM</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 500 950 999
<b>GOLD</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 375 585 750 916 990 999 (9ct) (14ct) (18ct) (22ct)
<b>PLATINUM</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 850 900 950 999
<b>MIXED METAL PRESENT?</b> State Metals

<b>SPONSORS MARK:</b> OPTIONAL MARKS PLEASE CIRCLE <small>Images for illustration only</small> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<b>SPONSORS NAME:</b> <input type="checkbox"/> CROWN <input type="checkbox"/> LION <input type="checkbox"/> BRITANNIA <input type="checkbox"/> ORB <input type="checkbox"/> PALLAS ATHENE		<b>SPONSOR MARK</b> (to be struck by Assay Office) YES <input type="checkbox"/> NO <input type="checkbox"/>	IMPORTED <input type="checkbox"/> SECOND HAND <input type="checkbox"/>
<b>CUSTOMER INSTRUCTION:</b> <input type="checkbox"/> <b>STAMP</b> Items usually stamped are castings, heavyweight items etc. <input type="checkbox"/> <b>LASER</b> Items usually lasered are finished goods, hollow items and lightweight items. If you have chosen Laser, please indicate the mark you would like. <input type="checkbox"/> LIGHT / OUTLINE <input type="checkbox"/> DEEP-RELIEF		<b>DATE LETTER</b> <input type="checkbox"/> <b>CONVENTION MARK</b> <input type="checkbox"/>		<b>FEATURE MARK</b> <input type="checkbox"/> <small>Please submit drawing</small>	
<b>FURTHER INSTRUCTION:</b> <div style="border: 1px solid black; min-height: 100px; width: 100%;"></div>				SEE SPEC SHEET <input type="checkbox"/>   DIE SENT <input type="checkbox"/>	

USE A SEPARATE SHEET FOR MORE DETAIL

QTY	DESCRIPTION	WEIGHT (G)	ASSAY OFFICE USE ONLY CODES
TOTAL			

## OFFICE USE ONLY

WEIGH IN:
WEIGH OUT:
SAMPLED BY:
MARKED BY:
INSPECTED BY:
BARCODE
CONTRACT REVIEW

## 4. RETURN METHOD

Return Transit Insurance Cover Examples: Royal Mail Special Delivery and DX £500 - £2,500 per parcel. G4S - £20k per parcel. Items that exceed these values may require additional cover at customer's expense. NB: G4S won't deliver to home addresses or PO Boxes.

RETURN TO:	RETURN BY:
ADDRESS:	COLLECTION <input type="checkbox"/> ROYAL MAIL SPECIAL DELIVERY <input type="checkbox"/> COURIER <input type="checkbox"/> OTHER <input type="checkbox"/> <small>Please state</small>
	SPECIAL DELIVERY COMPENSATION   £500 <input type="checkbox"/> £2500 <input type="checkbox"/>
POSTCODE:	<small>If left blank, amount will be taken as £2500</small>

## 5. PAYMENT METHOD <sup>(please tick one)</sup>

PLEASE DEBIT MY CREDIT ACCOUNT: <input type="checkbox"/> <small>Not available with first order</small>	CREDIT/DEBIT CARD <input type="checkbox"/> <small>Also indicate: Use card on file <input type="checkbox"/> Call for card details <input type="checkbox"/></small>	CASH <input type="checkbox"/>	CHEQUE <input type="checkbox"/> <small>Made payable to Assay Office Birmingham</small>	BACS / CHAPS <input type="checkbox"/>
---	--	-------------------------------	---	---------------------------------------

I CONFIRM I ACCEPT THE TERMS & CONDITIONS OF SALE AS SUPPLIED   
 DATE: .....

AUTHORISED SIGNATURE: .....



#morethanhallmarking #itswhatwedo

White Copy to Hallmarking / Yellow Copy to Hallmarking / Green Copy to Hallmarking / Pink Copy retained by customer. NB: this must be presented in order to collect goods.