SG

SAFEGUARD®
INDEPENDENT JEWELLERY VALUATION SERVICE

SafeGuard Jewellery Valuations
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VALUATION SERVICES SUBMISSION FORM

PLEASE COMPLETE ALL SECTIONS 1 - 6. INCOMPLETE FORMS MAY RESULT IN DELAYS TO YOUR WORK.
RETAILERS SUBMITTING ITEMS COMPLETE 1A & 1B. PRIVATE CUSTOMERS COMPLETE 1B.

1. YOUR DETAILS

1A RETAILER NAME:	**1B** PRIVATE / END CUSTOMER NAME:
ADDRESS: (first line)	
POSTCODE:	CUSTOMER ADDRESS: (full)
BRANCH NO: (if applicable) ACC NO. (if known)	
CONTACT NAME:	
TEL NO:	
EMAIL:	POSTCODE: TEL NO:
TICK HERE FOR SHOP STOCK ☐	EMAIL:

2. SERVICE LEVEL REQUIRED

SAME DAY SERVICE* ☐
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.

NEXT DAY SERVICE* ☐
Item received by 9.30am ready 3.30pm next day 50% additional charge applies

STANDARD SERVICE ☐
Standard lead time and charges apply

(*subject to availability)

3. ITEM DETAILS

Please note: All information relevant to the valuation should be submitted so that it can be taken into account when appraising the item. Examples include diamond certificates, previous valuations, purchase receipts and service history documents. Failing to supply this information, where it exists may cause a delay in processing your valuation. Submitting information to be taken into consideration after the valuation has been completed is likely to incur additional charges.
Complex items that require extensive research or assessment will be subject to additional charges which will be advised before the valuation is undertaken.

QTY	**PROVISIONAL DESCRIPTION** (FOR IDENTIFICATION ONLY)	**COMMENTS/ESTIMATED VALUE** – PLEASE INCLUDE DETAILS OF ANY ADDITIONAL DOCUMENTS PROVIDED
	Confirm TOTAL NUMBER of items sent	

4. SERVICE OPTIONS

VALUATION - A WRITTEN REPORT FOR THE ONE OF THE FOLLOWING PURPOSES (PLEASE SELECT FROM LIST BELOW)	
☐ INSURANCE	This represents the average high street replacement value for a comparable item. Please also confirm if the policy is a NEW FOR OLD POLICY - YES/NO NB If this is not completed we will assume YES and the valuation will be done on that basis where appropriate.
☐ SALE BETWEEN PARTIES (Sale by private treaty)	When one person wishes to sell an item in a private capacity. This usually calls for a valuation at an open market level but can be at any market level if instructed by the client and this may sometimes be plus or minus a specified percentage.
☐ OPEN MARKET (Auction Value)	The likely values that would be achieved at auction.
☐ POST LOSS	This value will represent an estimate of what the likely replacement cost would be now based upon the previous valuation descriptions and any other information gathered. We will only undertake this service for items that have been previously valued by SafeGuard.
☐ FAMILY DIVISION (Division of Asset)	The hypothetical prices likely to be achieved at a public auction. These values are normally less any commissions payable and therefore reflect the net proceeds.
☐ PROBATE	Represent the gross open market (hammer prices) values to the deceased 's property as at the date of death. **You must also provide the name of the deceased and the date of death.** NAME OF DECEASED ..... DATE OF DEATH .....

☐ **JEWELLERY ASSESSMENT**	☐ **WATCH AUTHENTICATION**
A comprehensive description of the manufacture, metal content, diamond grades and gemstone details (where appropriate) of the item. This report **will not** include an item value.	This is an expert opinion report on the authenticity of a watch. This report **will not** include an item value. NB. All watches sent for watch authentication will be skilfully opened by a watch expert to check the authenticity of the movement and record the relevant watch movement calibre numbers. By selecting this option you are granting your permission for the watch case/back to be opened and accept that this may affect prevailing manufacturers warranties.

5. RETURN METHOD

(if left blank, we will return to address information as above) Items submitted via retailer will be returned to store. For private customer's, items will be returned to customer.
Return transit insurance cover: Royal Mail - £25k per parcel. G4S - £20k per parcel (only available to pre-approved business addresses). Items exceeding these values may require additional cover at the customer's expense.

RETURN TO:	ITEM RETURN METHOD:
ADDRESS:	COLLECTION ☐ ROYAL MAIL SPECIAL DELIVERY ☐
POSTCODE:	G4S ☐ OTHER Please state ☐

6. PAYMENT METHOD:
CREDT ACC ☐ CREDT / DEBIT CARD ☐
CASH ☐ CHEQUE ☐ BACS/CHAPS ☐

☐ I confirm that i have submitted the property detailed on this valuation submission form for the purpose specified. I agree that any description(s) of the property provided is based solely on provisional assessment and that the valuer is not bound by any description, which proves after inspection to be different from those detailed above.

CUSTOMER SIGNATURE: ..... PRINT: ..... DATE: .....

RETAILER SIGNATURE: ..... PRINT: ..... DATE: .....

RECEIVED BY SAFEGUARD REPRESENTATIVE: ..... DATE: .....

FOR HAND DELIVERED ITEMS - BARCODE RECEIPT TO BE PLACED HERE (WHITE & PINK COPIES)

Full terms and conditions can be found at www.safeguardvaluations.com

#morethanhallmarking #itswhatwedo

White Copy to SafeGuard / Green copy retained by Retailer / Pink Copy retained by customer.
NB. Pink copy must be presented in order to collect goods.

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