

HOW TO COMPLETE AN ANCHORCERT GEM LAB SUBMISSION FORM

If you would like to submit stones to AnchorCert Gem Lab for Reports, please follow these steps to help us process your work correctly.

For your guidance, an example of a submission form is shown below where sections have been given a reference letter which tie up with a brief explanation in the quick reference guide below.

If you have any queries please contact gem@theassayoffice.co.uk.

Your details

- A. Enter the details of the company/person submitting the items.

Service level required

- B. Tick the box for which service level you require.

Job details

- C. Enter the quantity of items.
- D. Give a simple description of the items (i.e. round brilliant, princess ring, bangle) or product code or reference.
- E. Tick the box for which report type or service you require.
- F. Enter the total quantity of items to be sent.
- G. Indicate here any comment or special instruction, logo or message for laser inscription.

Return Method

- H. Only complete if the parcel is to be returned to an address which is different from the one stated above.
- I. Indicate how you want your items to be returned.

Payment Method

- J. Indicate which payment method you want to use.

Signature and Date

- K. Tick the box to confirm that you accept the terms and conditions of sale.
- L. Signature of the person submitting the items.
- M. Enter the date submitted.



PLEASE COMPLETE ALL SECTIONS 1 - 5. INCOMPLETE FORMS MAY RESULT IN DELAYS TO YOUR WORK.

1. YOUR DETAILS

2. SERVICE LEVEL REQUIRED (*subject to availability)

A

| | |
|------------------------|---------------|
| COMPANY NAME: | CONTACT NAME: |
| ACCOUNT NO. (IF KNOWN) | |
| ADDRESS: | |
| POSTCODE: | |
| TEL NO: | |
| EMAIL: | |

B

SAME DAY SERVICE*
Items received by 9.30am ready 3.30pm same day. (100% additional charge applies. - NB: only available for colourless diamonds & tanzanites.) Items received after 9.30am will revert to next day service.

NEXT DAY SERVICE*
Items received by 9.30am, ready 3:30pm next working day. 50% Additional charge applies - NB: only available for colourless diamonds & tanzanites

STANDARD SERVICE
Standard charge applies. For lead time see website.

3. JOB DETAILS (Please indicate quantity and service required for each stone/item submitted).

| COLOURLESS DIAMONDS | | | | | | | COLOURED DIAMONDS | | | |
|---------------------|----------------------------------|------------------------------|------------------------------|---------------------------------|--------------------------|-----------------------------------|--------------------------|-----|----------------------------------|--------------------------|
| QTY | REF / DESCRIPTION / CARAT WEIGHT | VERBAL COLOUR / CLARITY ONLY | LOOSE STONES ONLY | | LOOSE OR MOUNTED | | LASER INSCRIPTION | QTY | REF / DESCRIPTION / CARAT WEIGHT | LASER INSCRIPTION |
| | | | A4 REPORT WITH FACET DIAGRAM | A5 REPORT WITHOUT FACET DIAGRAM | MINI REPORT | MINI REPORT WITH MINI MAX WALLETT | | | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

| COLOURED GEMSTONES | | | | | | PEARLS | | | | | |
|--------------------|----------------------------------|--------------------------|----------------------------------|--|--------------------------|--------------------------|-----|-------------------|-----------------------------|---|--------------------------|
| QTY | REF / DESCRIPTION / CARAT WEIGHT | LOOSE OR MOUNTED | | | | LASER INSCRIPTION | QTY | REF / DESCRIPTION | SINGLE OR STRAND | | |
| | | GEM ID (VERBAL) | + TREATMENT DESCRIPTION (VERBAL) | + COUNTRY ORIGIN (Ruby, Sapphire, Emerald only) Verbal | + A4 WRITTEN REPORT | | | | PEARL VERIFICATION (VERBAL) | + TREATMENT & SOURCE (FRESHWATER / SALTWATER) | + A4 WRITTEN REPORT |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| TANZANITES (LOOSE OR MOUNTED) | | | | | SYNTHETIC DIAMONDS (LOOSE ONLY) | | | |
|-------------------------------|----------------------------------|--------------------------|-----------------------------------|--------------------------|---------------------------------|-----|-------------------|--------------------------|
| QTY | REF / DESCRIPTION / CARAT WEIGHT | MINI REPORT | MINI REPORT WITH MINI MAX WALLETT | + A5 WRITTEN REPORT | LASER INSCRIPTION | QTY | REF / DESCRIPTION | LASER INSCRIPTION |
| | | | | | | | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |

TOTAL ITEMS SENT **F**

COMMENTS / FURTHER INSTRUCTIONS OR LASER INSCRIPTION DETAILS

G

4. RETURN METHOD (If left blank, we will return to address as above)

Return Transit Insurance Cover: Royal Mail - Special Delivery £2,500k per parcel as standard. G4S - £20k per parcel. Items that exceed these values may require additional cover at customer's expense.

H

RETURN TO:

ADDRESS:

POSTCODE:

I

RETURN BY:

COLLECTION ROYAL MAIL SPECIAL DELIVERY G4S OTHER Please state

5. PAYMENT METHOD (please tick one)

J

CREDIT/DEBIT CARD CASH CHEQUE BACS / CHAPS
Not available with first order Also indicate: Use card on file Call for card details Made payable to Assay Office Birmingham

K I CONFIRM I ACCEPT THE TERMS & CONDITIONS OF SALE AS SUPPLIED

CUSTOMER SIGNATURE: **L** PRINT: DATE: **M**

RECEIVED BY ANCHORCERT REPRESENTATIVE: DATE:

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