



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

**1. YOUR DETAILS**

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

**2. SERVICE LEVEL REQUIRED** (\*subject to availability)

**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 lead time and charges apply.

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

COLOURLESS DIAMONDS								COLOURED DIAMONDS ID - NATURAL OR SYNTHETIC DIAMOND COLOUR - NATURAL OR TREATED				
QTY	REF / DESCRIPTION / CARAT WEIGHT	VERBAL COLOUR / CLARITY ONLY	LOOSE STONES ONLY		LOOSE OR MOUNTED		LASER INSCRIPTION	QTY	REF / DESCRIPTION / CARAT WEIGHT	LOOSE STONES ONLY		LASER INSCRIPTION
			A4 REPORT WITH FACET DIAGRAM	A5 REPORT WITHOUT FACET DIAGRAM	MINI REPORT	MINI REPORT WITH MINI MAX WALLETT				ID & COLOUR ORIGIN (VERBAL)	+ 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"/>	<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 GEM ID TREATMENT & ORIGIN OPTIONS						PEARLS					
QTY	REF / DESCRIPTION / CARAT WEIGHT	LOOSE OR MOUNTED				LASER INSCRIPTION	QTY	REF / DESCRIPTION	SINGLE OR STRAND (S)		
		GEM ID (VERBAL)	+ TREATMENT DESCRIPTION (VERBAL)	+ COUNTRY ORIGIN (Ruby, Sapphire, Emerald only) Verbal	+ A4 WRITTEN REPORT				PEARL VERIFICATION (VERBAL)	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"/>

TANZANITES (LOOSE OR MOUNTED)						SYNTHETIC DIAMONDS (LOOSE ONLY) COLOUR - AS GROWN OR TREATED					
QTY	REF / DESCRIPTION / CARAT WEIGHT	MINI REPORT	MINI REPORT WITH MINI MAX WALLETT	+ A5 WRITTEN REPORT	LASER INSCRIPTION	QTY	REF / DESCRIPTION	SYNTHETIC AUTHENTICATION (VERBAL)	COLOUR AUTHENTICATION (VERBAL)	+ A5 WRITTEN REPORT	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"/>

**TOTAL ITEMS SENT**

**COMMENTS / FURTHER INSTRUCTIONS OR LASER INSCRIPTION DETAILS**

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**4. RETURN METHOD** (if the return address is left blank, items will be returned to the address details in section 1)

**Return transit insurance.** Royal Mail Special Delivery upto £2,500 per parcel. G4S to pre-approved business addresses only - upto £25k per parcel. Where item(s) exceed these values and require higher financial levels of insurance, it is the responsibility of the customer to make suitable arrangements and arrange appropriate cover.

RETURN TO: ADDRESS:	RETURN BY: COLLECTION <input type="checkbox"/> ROYAL MAIL SPECIAL DELIVERY <input type="checkbox"/> G4S <input type="checkbox"/> OTHER Please state <input type="checkbox"/>
POSTCODE:	

**5. PAYMENT METHOD** (please tick one)

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

ADD PROMO CODE:

I agree that any description(s) of the property submitted is based on provisional assessment and that Assay Office Birmingham is not bound by any description, which proves after inspection to be different from those detailed above.

I accept the terms and conditions of business for the provision of gemmological services.  
Full terms and conditions can be found at [www.theassayoffice.co.uk](http://www.theassayoffice.co.uk)

CUSTOMER SIGNATURE: \_\_\_\_\_ PRINT: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY ANCHORCERT REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

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