

# ANCHORCERT GEM LAB SUBMISSION FORM



AnchorCert Gem Lab  
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## SERVICE LEVEL REQUIRED

SAME DAY SERVICE

Items received by 9.30am ready 3.30pm same day. (100% additional charges 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 will be ready 3.30pm the following day. 50% Additional charge applies - NB: only available for colourless diamonds & tanzanites.

## ACG

STANDARD SERVICE

Standard lead time and charges apply.

Please complete clearly and provide all relevant information to avoid delays in processing your order.

### YOUR DETAILS

Invoice To \_\_\_\_\_  
Account Ref if known \_\_\_\_\_  
Address \_\_\_\_\_  
Postcode \_\_\_\_\_ Contact Name \_\_\_\_\_  
Tel \_\_\_\_\_  
Email \_\_\_\_\_  
Your Ref / PO Ref \_\_\_\_\_

### RETURN DELIVERY METHOD

COLLECTION  ROYAL MAIL  G4S   
SPECIAL DELIVERY  
OTHER please state

### ROYAL MAIL SPECIAL DELIVERY COMPENSATION

£750  £1000  £2500   
If left blank, amount will be taken as £2500

### PAYMENT METHOD

CREDIT ACCOUNT  CREDIT/DEBITCARD   
Account forms must be submitted and pre-approved by the Finance Dept. Use card on file   
Call for card details   
CHEQUE Made payable to Assay Office Birmingham   
CASH Max cash limit £1,000  BANK TRANSFER   
Birmingham Assay Office  
Sort Code 40-11-18  
Acc. No. 00401900

### DELIVERY ADDRESS If different to invoice address

Return to \_\_\_\_\_ Address \_\_\_\_\_  
Postcode \_\_\_\_\_ Contact Name \_\_\_\_\_

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

### COLOURLESS DIAMONDS (LOOSE OR MOUNTED OPTIONS AS BELOW) - FRACTURE FILLED DIAMONDS ARE NOT GRADED FOR COLOUR OR CLARITY. DIAMOND MELEE SCREENING AVAILABLE

QTY	REF/DESCRIPTION CARAT WEIGHT	MINI REPORT (LOOSE OR MOUNTED)	A4 REPORT WITH FACET DIAGRAM (LOOSE ONLY)	A5 REPORT WITHOUT FACET DIAGRAM (LOOSE ONLY)	DIAMOND SET JEWELLERY REPORT	LASER INSCRIPTION (LOOSE STONES ONLY) (FREE OVER 1CT)

### COLOURED DIAMONDS (LOOSE ONLY) - FRACTURE FILLED DIAMONDS CANNOT BE AUTHENTICATED FOR COLOUR ORIGIN. - ID - NATURAL OR SYNTHETIC DIAMOND. - COLOUR - NATURAL OR TREATED.

### LAB GROWN DIAMONDS (LOOSE ONLY) - COLOUR - AS GROWN OR TREATED.

QTY	REF/DESCRIPTION CARAT WEIGHT	ID & COLOUR ORIGIN REPORT	LASER INSCRIPTION (LOOSE ONLY)	QTY	REFERENCE/DESCRIPTION	SYNTHETIC AUTHENTICATION (VERBAL)	COLOUR AUTHENTICATION (VERBAL)	+A5 WRITTEN REPORT	LASER INSCRIPTION (LOOSE ONLY)

### COLOURED GEMSTONES (LOOSE OR MOUNTED)

QTY	REF/DESCRIPTION CARAT WEIGHT	GEM ID VERBAL	GEM ID MINI REPORT	GEM ID + TREATMENT DESCRIPTION (VERBAL)	GEM ID + TREATMENT, COUNTRY ORIGIN (RUBY, SAPPHIRE, EMERALD ONLY) REPORT	GEMSTONE/ GEMSTONE & DIAMOND SET JEWELLERY REPORT	LASER INSCRIPTION (LOOSE ONLY)

### TANZANITES (LOOSE OR MOUNTED)

### PEARLS

QTY	REF/DESCRIPTION CARAT WEIGHT	MINI REPORT	+ A5 WRITTEN REPORT	TANZANITE/ TANZANITE & DIAMOND SET JEWELLERY REPORT	LASER INSCRIPTION (LOOSE ONLY)	QTY	REF/DESCRIPTION	SINGLE OR STRAND (S)		
								PEARL VERIFICATION (VERBAL)	SOURCE (FRESHWATER/ SALTWATER)	WRITTEN REPORT

### TOTAL ITEMS SENT COMMENTS/FURTHER INSTRUCTIONS OR LASER INSCRIPTION DETAILS

I agree that any description(s) of the property submitted is based on provisional assessment and that Birmingham Assay Office 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: \_\_\_\_\_

PRINT: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME RECEIVED: \_\_\_\_\_

White copy to Gem Lab. Green copy customer to retain. Pink copy to be retained by customer NB this must be presented in order to collect goods.