



## HOW TO COMPLETE A SUBMISSION FORM FOR VALUATION SERVICES

This document is intended as a guide to help you to complete a submission form for SafeGuard Valuations in order to provide us with the information we need to process your work. Failure to complete the submission form may lead to delays in the work being processed.

For your guidance, an example of a submission form is provided 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 [safeguard@theassayoffice.co.uk](mailto:safeguard@theassayoffice.co.uk)

### Your Details

- A. For **Retailer only**: Enter your details here. Please ensure you include a contact number/email address. For shop stock items please tick the box .
- B. For **Retailer** – Enter the end-customer details here/For **Private Customers** – Enter your details here.

### Service Level Required

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

### Item Details

Multiple items can be submitted on one form – please complete a new line for each item or batch of items.

- D. Enter the quantity of items.
- E. Give a simple description of the items (for identification only) – e.g. White metal single stone ring
- F. Indicated here any comments, faults, weight or estimated value. Also note any supporting documentation submitted with the item such as certificates, previous valuation, receipts etc. It is important to include as much information as possible.
- G. Confirm the total number of items submitted

### Service Options

- H. Select which service you require this will either be a Valuation or Jewellery Assessment  
You will need to select the type of valuation you require: Insurance, Sales Between Parties, Family Division, Probate. If you require a Probate valuation, please include the **name of the deceased** and **date of death**.

### Opt-Out Diamond Screening Service

- I. Applicable to all diamond items; this service will verify whether any diamonds screened are natural; if a stone 'refers' this may be a lab grown diamond or a rare 'type Ila diamond'. Type Ila diamonds can be definitively identified through our Gemmological Laboratory for an additional fee.  
**This is an Opt - Out service, we will screen diamond as default unless the box is ticked. When the box is ticked you have opted out of the service and we will not screen diamonds.**  
**This service is chargeable – please contact SafeGuard for fees.**

### Return Method

- J. Only complete if the parcel is to be returned to an address which is different from the one stated above. Items submitted via a retailer will be returned to store. Items submitted by private customers will be returned to the customer.
- K. Indicate how you want your item to be returned (we are covered for up to £25,000 per Royal Mail parcel).

### Payment Method

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

### Signature and Date

- M. You need to sign and date the form; this confirms you accept our terms and conditions



SG



# 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.

<b>1. YOUR DETAILS</b>		<b>2. SERVICE LEVEL REQUIRED</b>	
<b>1A RETAILER NAME:</b>	<b>1B PRIVATE CUSTOMER / END CUSTOMER NAME:</b>	<b>SAME DAY SERVICE*</b>	<small>Express services are subject to availability and may not be available for complex items requiring extra research. Working hours: (Mon-Fri) 9:30am - 5:00pm. Items must be received by 12:00pm on the day of collection. 5:00pm Friday. Parcels dispatched on overnight service will arrive the next working day after despatch. (Mon-Fri) unless otherwise requested/signed.</small>
ADDRESS: (First line)	CUSTOMER ADDRESS: (Full)	Items must be received by 09:30. Ready by 15:30 same day for collection or overnight despatch. Items received after 09:30 will revert to next day service. 100% additional charge applies	
POSTCODE:		<b>NEXT DAY SERVICE*</b>	
BRANCH NO: (If applicable)      ACC NO. (If known)		Items must be received by 09:30. Ready by 15:30 for collection or despatch on the following working day. (Mon-Fri). 50% additional charge applies	
CONTACT NAME:		<b>STANDARD SERVICE</b>	
TEL NO:	POSTCODE:	TEL NO:	Standard lead-time and charges apply
EMAIL:	EMAIL:		
TICK HERE FOR SHOP STOCK VALUATIONS			

**3. ITEM DETAILS**

Please note: All information relevant to the valuation must be submitted so that it can be considered when appraising the Item(s). Examples include diamond certificates, previous valuations, purchase receipts, and service history documents. Submitting information for consideration after the valuation has been issued may incur reasonable additional fees for the extra work incurred. Complex items that require extensive research or assessment will be subject to additional charges which will be advised before the valuation is undertaken. Your attention is drawn to the further limiting conditions provided overleaf.

QTY	PROVISIONAL DESCRIPTION (FOR IDENTIFICATION ONLY)	COMMENTS/ESTIMATED VALUE - PLEASE INCLUDE DETAILS OF ANY ADDITIONAL DOCUMENTS PROVIDED
D	E	F

G Confirm TOTAL NUMBER of items sent

**4. SERVICE OPTIONS**

Reports are prepared based on the selected option and are issued solely for the purpose stated and will not be valid for any other purpose or intended use. Statements and information contained in the final Report cannot be construed as a warranty, a guarantee or authentication, nor an offer to purchase or replace articles. For further details or information, please contact the Safeguard offices on 0121 2362122 for advice.

**VALUATION - A WRITTEN REPORT FOR THE ONE OF THE FOLLOWING PURPOSES (PLEASE SELECT FROM ONE OF THE FOUR OPTIONS BELOW)**

1. INSURANCE	This represents the average high street replacement value for a comparable item.
2. SALE BETWEEN PARTIES (Sale by private treaty)	When one person wishes to sell an item in a private capacity usually between auction and retail price.
3. FAMILY DIVISION (Division of Asset)	The hypothetical prices likely achieved at a public auction. A minimum starting value for negotiation.
4. PROBATE	The open market value of a deceased's property 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:** A comprehensive report describing the metal content, diamond grades and gemstone detail (where appropriate) of the item. This report will not include an item value.

**OPT OUT** This service will be provided as standard unless you have ticked to opt out. An additional fee applies for the service.

**LABORATORY GROWN DIAMOND SCREENING** Carried out in our Gemmological Laboratory by experienced Gemmologists. Using specialist equipment from DeBeers - Synthdetec, Diamond Sure, Diamond View etc to identify laboratory Grown Diamonds. NB. The prevalence of synthetic and treated diamonds is increasing. Identification of these are outside the scope of the basic gemmological testing equipment used by most valuers. At the Birmingham Assay Office/SafeGuard we have invested in highly specialist equipment to carry out this additional testing as part of our standard valuation service. An additional charge is applied.

<b>5. RETURN METHOD</b>	<b>RETURN TO:</b>	<b>ITEM RETURN METHOD:</b>
(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: Up to £25k per parcel. G4S service only available to pre-approved business addresses. Items exceeding these values may require additional cover at the customer's expense.	ADDRESS:	ROYAL MAIL SPECIAL DELIVERY
	POST CODE:	COLLECTION

I confirm that I am authorised to submit 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. I accept the terms and conditions of business for the provision of valuation services.  
Full terms and conditions can be found at [www.safeguardvaluations.com](http://www.safeguardvaluations.com)

<b>6. PAYMENT METHOD</b>
<b>CREDIT ACCOUNT</b>
Account forms must be submitted and pre-approved by the finance Dept.
<b>CREDIT/DEBIT CARD</b>
USE CARD ON FILE
CALL FOR CARD DETAILS
<b>BANK TRANSFER</b>
Assay Office Birmingham Port Code: 40-11-18 Acc No. 00401900

CUSTOMER SIGNATURE:	PRINT:	DATE:
RETAILER SIGNATURE:	PRINT:	DATE:
RECEIVED BY SAFE GUARD REPRESENTATIVE:		DATE:

