



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 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 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"/>

COLOURED GEMSTONES GEM ID - TO DETERMINE NATURAL OR SYNTHETIC TREATMENT - TO CHECK FOR EVIDENCE OF TREATMENT						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) 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

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.

RETURN TO:	RETURN BY:
ADDRESS:	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"/> <small>Not available with first order</small>	CREDIT/DEBIT CARD <input type="checkbox"/> <small>Also indicate: Use card on file <input type="checkbox"/> Call for card details <input type="checkbox"/></small>	CASH <input type="checkbox"/>	CHEQUE <input type="checkbox"/> <small>Made payable to Assay Office Birmingham</small>	BACS / CHAPS <input type="checkbox"/>
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I CONFIRM I ACCEPT THE TERMS & CONDITIONS OF SALE AS SUPPLIED

CUSTOMER SIGNATURE: _____ PRINT: _____ DATE: _____

RECEIVED BY ANCHORCERT REPRESENTATIVE: _____ DATE: _____

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