Assay Office Birmingham
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anchorcertgroup.com

ASSAY NOTE

HM
☐ HALLMARKING
☐ NON HALLMARKING
Please tick one option only

PLEASE WRITE IN BLOCK CAPITALS USING A BALL POINT PEN - COMPLETE IN FULL

THIS NOTE SHOULD BE USED FOR ONE METAL ALLOY STANDARD ONLY. HALLMARKING, STAMPING / LASER & NON-HALLMARKING ITEMS SHOULD BE ON A SEPARATE NOTE.

1. YOUR DETAILS

INVOICE TO:	
ADDRESS:	
POSTCODE:	
ACCOUNT / SPONSOR NO:	YOUR REF / PO:
CONTACT NAME:	EMAIL:
TEL NO:	MOBILE NO:

2. SERVICE LEVEL REQUIRED (*subject to availability)

(If your requirements are outside of these terms please ask)

1 HOUR SERVICE* ☐
See price list

SAME DAY SERVICE* ☐
Items received by 9.30am ready 3.30pm same day. 100% additional charge applies. Items received after 9.30am will revert to next day service.

NEXT DAY SERVICE* ☐
Item received by 9.30am ready 9.30am next day 50% additional charge applies.

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

3. JOB DETAILS Tick one metal only

SILVER ☐☐☐☐
800 925 (ST) 958 (BRIT) 999

PALLADIUM ☐☐☐
500 950 999

GOLD ☐☐☐☐☐☐
375 (9ct) 585 (14ct) 750 (18ct) 916 (22ct) 990 999

PLATINUM ☐☐☐☐
850 900 950 999

MIXED METAL PRESENT?
State Metals

SPONSORS MARK:	**SPONSORS NAME:**					SPONSOR MARK (to be applied by Assay Office) YES ☐ NO ☐		IMPORTED ☐ SECOND HAND ☐
OPTIONAL MARKS PLEASE CIRCLE Images for illustration only	CROWN	LION	BRITANNIA	ORB	PALLAS ATHENE	DATE LETTER ☐	CONVENTION MARK ☐	FEATURE MARK ☐ Please submit drawing

CUSTOMER INSTRUCTION:

☐ **STAMP** Items usually stamped are castings, heavyweight items etc.

☐ **LASER** Items usually lasered are finished goods, hollow items and lightweight items.

If you have chosen Laser, please indicate the mark you would like. ☐ LIGHT / OUTLINE ☐ DEEP-RELIEF

FURTHER INSTRUCTION:

USE A SEPARATE SHEET FOR MORE DETAIL

SEE SPEC SHEET ☐

DIE SENT ☐

PUNCH SENT ☐

QTY	DESCRIPTION	WEIGHT (G)	ASSAY OFFICE USE ONLY CODES
	TOTAL		

OFFICE USE ONLY

WEIGH IN:
WEIGH OUT:
SAMPLED BY:
MARKED BY:
INSPECTED BY:
BARCODE
CONTRACT REVIEW

4. RETURN METHOD

Return Transit Insurance Cover Examples: Royal Mail Special Delivery £750, £1,000 or £2,500 per parcel. G4S - up to £20k per parcel. Items that exceed these values may require additional cover at customer's expense. NB: G4S service only available to pre approved business addresses. No home or PO Box addresses.

RETURN TO:	
ADDRESS:	
	POSTCODE:

RETURN BY:

COLLECTION ☐ ROYAL MAIL SPECIAL DELIVERY ☐ G4S ☐ COURIER (to be arranged by customer) ☐

SPECIAL DELIVERY COMPENSATION £750 ☐ £1000 ☐ £2500 ☐
If left blank, amount will be taken as £2500

OTHER Please state ☐

5. PAYMENT METHOD (please tick one)

PLEASE DEBIT MY CREDIT ACCOUNT: ☐ Not available with first order	CREDIT/DEBIT CARD ☐ Also indicate: Use card on file ☐ Call for card details ☐	CASH ☐ Max cash limit allowed £1000	CHEQUE ☐ **Made payable to Assay Office Birmingham**	BACS / CHAPS ☐

ADD PROMO CODE:

I CONFIRM I ACCEPT THE TERMS & CONDITIONS OF BUSINESS ☐
Full terms & conditions can be found at www.theassayoffice.co.uk

#morethanhallmarking #itswhatwedo

DATE: .....

AUTHORISED SIGNATURE: .....

White Copy to Hallmarking / Yellow Copy to Hallmarking / Green Copy to Hallmarking / Pink Copy retained by customer. NB: this must be presented in order to collect goods.