

ASSAY NOTE



Birmingham Assay Office
1 Moreton Street Birmingham B1 3AX
T: 0121 236 6951
E: customerservice@theassayoffice.co.uk

- ☐ HALLMARKING ONLY
☐ NON-HALLMARKING ONLY
☐ BOTH (E.g. Hallmark and Logo)

SERVICE LEVEL REQUIRED

- Tick one option per Assay Note
- ☐ 1 HOUR *See price list
- ☐ SAME DAY Items received by 9:30am ready 3:30pm same day. 100% additional charge applies.
- ☐ NEXT DAY Items received by 9:30am ready 9:30am next day. 50% additional charge applies.
- ☐ STANDARD Standard charge applies. 3 - 5 working days. For lead times see website.
- Turnaround times are dependent on quantities/volumes received.

Please complete clearly and provide all relevant information to avoid delays in processing your order. Only one sponsor mark and one metal alloy standard per Assay Note.

YOUR DETAILS

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

RETURN DELIVERY METHOD

COLLECTION ☐ ROYAL MAIL SPECIAL DELIVERY ☐ G4S ☐
OTHER Please state ☐

SPECIAL DELIVERY COMPENSATION

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

PAYMENT METHOD

CREDIT ACCOUNT ☐ CREDIT/DEBIT CARD ☐
Account forms must be submitted and pre-approved by the Finance Dept. Use card on file ☐
Call for card details ☐
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 _____

MARKING DETAILS. This will apply to all items submitted. Any variations of marking instructions must be submitted on a separate note. The details provided will determine which marks are applied and no liability will be taken for marking resulting from omissions or errors. In the absence of any specific instructions, BAO will mark where deemed appropriate.

SPONSORS MARK

SPONSORS NAME

- ☐ SM To be applied by BAO ☐ Die sent (Qty) ☐ Punch sent (Qty)
☐ SM Pre-applied ☐ Second Hand items (Tick)

MARKING METHOD

- ☐ STAMP ☐ LASER - OUTLINE
☐ LASER - DEEP RELIEF

STANDARD

(please Choose one below)

SILVER	800	925	958	999
PALLADIUM	500	950	999	
GOLD	375	585	750	916 990 999
PLATINUM	850	900	950	999

OPTIONAL TRADITIONAL MARKS

(tick one if req.)

☐ LION 925+ ☐ OR ☐ BRITANNIA 958+ ☐
☐ PALLAS ATHENE Allowed if 500+ ☐
☐ CROWN Allowed if 375+ ☐
☐ ORB Allowed if 950+ ☐

MIXED PRECIOUS METALS PRESENT

(tick) ☐
NB. Mixed precious metal part marks will be applied unless instructed
Metal(s) _____ & Standard _____

MIXED PRECIOUS AND NON PRECIOUS METALS PRESENT?

(tick) ☐
Non-precious metal marks are mandatory. State metal & wording required below
Metal(s) _____ Wording _____

OPTIONAL ADDITIONAL MARKS

Tick all required. Selected marks will apply to all items submitted on this Note

DATE LETTER

☐

CONVENTION MARK

☐

OTHER

Please confirm below

SPREADMARK

Also indicate style (1-7). Style ☐
OR provide an image of layout _____

LOGO (Tick) ☐ LOGO NAME: _____

NUMBERING (Tick) ☐

ADDITIONAL INSTRUCTIONS:

Tick to confirm if sample or additional information sheet is provided. Sample: ☐ Additional info sheet ☐

QTY	ITEM DETAILS Please provide a quantity for each category and present items using the following options	WEIGHT
	Rings	
	Necklet / Chain	
	Earrings (Ea)	
	Locket	
	Pendant / Charms	
	Bangle / Bracelet	
	Cufflinks (Ea)	
	Medals / Coins	
	Miscellaneous Jewellery	
	Other Articles	
	Total items	

By submitting these articles you agree to be bound by our Terms & Conditions which include exemptions of Liability. Full details are available for download from our website: www.theassayoffice.co.uk

Authorising Name _____ Signature _____ Submitted Date _____