



## 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)  
Tick service required

<b>1 HOUR SERVICE*</b> See price list	<input type="checkbox"/>
<b>SAME DAY SERVICE*</b> 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.	<input type="checkbox"/>
<b>NEXT DAY SERVICE*</b> Item received by 9.30am ready 9.30am next day 50% additional charge applies.	<input type="checkbox"/>
<b>STANDARD SERVICE</b> Standard charge applies. For lead time see website.	<input type="checkbox"/>

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

### 3. JOB DETAILS Tick one metal only

<b>SILVER</b> <div> <input type="checkbox"/> 800             <input type="checkbox"/> 925             <input type="checkbox"/> 958             <input type="checkbox"/> 999              (ST) (BRIT)           </div>	<b>SPONSORS MARK:</b>		<b>SPONSORS NAME:</b>		<b>SPONSOR MARK</b>		(to be struck by Assay Office) YES <input type="checkbox"/> NO <input type="checkbox"/>		IMPORTED <input type="checkbox"/> SECOND HAND <input type="checkbox"/>		
	<b>PALLADIUM</b> <div> <input type="checkbox"/> 500             <input type="checkbox"/> 950             <input type="checkbox"/> 999           </div>		<b>CROWN</b> <input type="checkbox"/> 	<b>LION</b> <input type="checkbox"/> 	<b>BRITANNIA</b> <input type="checkbox"/> 	<b>ORB</b> <input type="checkbox"/> 	<b>PALLAS ATHENE</b> <input type="checkbox"/> 	<b>DATE LETTER</b> <input type="checkbox"/>	<b>CONVENTION MARK</b> <input type="checkbox"/>	<b>FEATURE MARK</b> <input type="checkbox"/> Please submit drawing	
<b>GOLD</b> <div> <input type="checkbox"/> 375             <input type="checkbox"/> 585             <input type="checkbox"/> 750             <input type="checkbox"/> 916             <input type="checkbox"/> 990             <input type="checkbox"/> 999              (9ct) (14ct) (18ct) (22ct)           </div>	<b>INSTRUCTION:</b> <div> <input type="checkbox"/> STAMP Items usually stamped are castings, heavyweight items etc.  <input type="checkbox"/> LASER Items usually lasered are finished goods, hollow items and lightweight items.           <input type="checkbox"/> DEEP-RELIEF         </div>										
	<b>PLATINUM</b> <div> <input type="checkbox"/> 850             <input type="checkbox"/> 900             <input type="checkbox"/> 950             <input type="checkbox"/> 999           </div>										<b>SEE SPEC SHEET</b> <input type="checkbox"/>
<b>MIXED METAL PRESENT?</b> State Metals		USE A SEPARATE SHEET FOR MORE DETAIL									

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 and DX £500 - £2,500 per parcel. G4S - £20k per parcel. Items that exceed these values may require additional cover at customer's expense. NB: G4S won't deliver to home addresses or PO Boxes.

RETURN TO:	
ADDRESS:	
	POSTCODE:

<b>RETURN BY:</b>			
COLLECTION <input type="checkbox"/>	ROYAL MAIL SPECIAL DELIVERY <input type="checkbox"/>	COURIER <input type="checkbox"/>	OTHER <input type="checkbox"/> Please state
SPECIAL DELIVERY COMPENSATION £500 <input type="checkbox"/>		£2500 <input type="checkbox"/>	
If left blank, amount will be taken as £2500			

**5. PAYMENT METHOD** (please tick one)

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

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.