

#### **HOW TO COMPLETE AN ASSAY NOTE**

This document is intended as a guide to help you to complete an Assay Note in order to provide us with the information we need to process your work.

For your guidance, an example of an Assay Note is shown below 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 registration@theassayoffice.co.uk

#### Type of work to be submitted

A. Tick the box to indicate if it is hallmarking or non-hallmarking work.

Please note Hallmarking, Stamping/Laser & Non-Hallmarking items should be on a separate Assay Note.

#### Your details

B. Enter the details of the company/person to be invoiced.

### Service level required

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

#### Job details

- D. Indicate the alloy standard. Please use one Assay Note for each alloy. For mixed metal, please state the metals in the box provided.
- E. Enter the Sponsors Mark to be struck on items.
- F. Enter the name of the Sponsor.
- G. Indicate if Sponsors Mark is to be applied by the Assay Office.
- H. Indicate if products are imported or second hand.
- I. Indicate if you require any of the optional marks.
- J. Indicate here if you have any specific instructions.
- K. Tick if you have included a separate sheet with more instructions.
- L. Tick the box if you have sent dies or marking tools.
- M. Enter the quantity of items for marking.
- N. Give a simple description of the items i.e. ring, chain, bangles etc.

  Please note that product codes, pattern number etc. are not acceptable.
- O. Enter the weight of each line and the total weight of the parcel.

# Return Method

- P. Enter the address details where the items are to be returned to.
- Q. Indicate how you want your items to be returned.
   For Royal Mail Special Delivery, please tick compensation amount required.

## Payment Method

R. Indicate which payment method you want to use.

# Signature and Date

- S. Tick the box to confirm that you accept the terms and conditions of sale.
- T. Enter the date submitted.
- U. The signature of a person you have informed us is authorised to sign your Assay Note.



# **ASSAY NOTE**

HM							
HALLMARKING NON HALLMARKING							
							Please tick one option only

		RITE IN BLOCK CAPITALS SHOULD BE USED FOR ON DETAILS					PING/L	ASER & NON-HAI		2. SERVIC	SHOULD BE ON E LEVEL REQU	I A SEPARATE NOT			
	INVOICE ADDRESS									Tick service in the service is a service list.	SERVICE				
3	, DDRESS	•								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.					
	DOCTCOR	STCODE:								NEXT DAY SERVICE*					
		INT/SPONSOR NO: YOUR REF / PO:							Item received by 9.30am ready 9.30am next day 50% additional charge applies.						
	CONTACT			EMAIL:	/ PO.					STANDARD SERVICE					
	TEL NO:	NAME.		MOBILE N	0.					Standard cl	narge applies. ne see website.				
				WODILE IV	0.							of these terms please a	ask)		
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	MIXED MI State Metals	ETAL PRESENT?					J				K	L			
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	TOTAL					0									
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	RETURN TO: RETURN BY: Q								Q				7		
,	ADDRESS	DDRESS:					COLLECT	ION ROYAL I	MAIL L DELIVER	Y COURIER OTHER Please state					
POSTCODE:					1 1	SPECIAL DELIVERY COMPENSATION £500 £2500 [] If left blank, amount will be taken as £2500						١			
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2	PLEASE D CREDIT A	YMENT METHOD (please tick one)  ASE DEBIT MY CREDIT/DEBIT CARD CASH CHAPS DIT ACCOUNT:  Also indicate:  Asse Offer Pling indicate:  Asse Offer Pling indicate:										]			
 S		Secard on file Call for card details Assay Office Birmingham  FIRM I ACCEPT THE TERMS & CONDITIONS OF SALE AS SUPPLIED  ALITHORISED SIGNATURE:													