



HALLMARKING • HALLMARKING • HALLMARKING • HALLMARKING

A GUIDE TO COMPLETING AN ASSAY NOTE

GUIDANCE NOTES

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

We have grouped together on the note, the information used by each Assay department. A separate specification sheet is available as we have recognised that some customers require more space for their marking instructions, particularly when they need to use a sketch or drawing.

It is important that we receive clear instructions which in turn will help us to improve the quality of our service.

If you have any queries, please contact us on 0121 236 6951.

For your guidance, an example of a completed Assay Note is shown opposite. In addition many sections have been given a reference number which tie up with a brief explanation in the quick reference guide below.

- 1** Indicate here to show if product is imported or second hand.

- 2** Use this box to indicate which service you require.

- 3** Indicate here if you have any specific hallmarking or sampling instructions.

- 4** Indicate the alloy standard. Please use one Assay Note for each alloy.

- 5** The Sponsors Mark to be struck on products.

- 6** The name of the above Sponsor.

- 7** Indicate if Sponsors Mark is to be applied by The Assay Office.

- 8** If you require any of the optional marks please indicate.

- 9** An example of a spec sheet is shown on the reverse of the guidance notes.

- 10** If you have sent dies or marking tools please indicate.

- 11** This should be the name and address of the company submitting the product. Unless stated it will also be the invoice and return address.

- 12** For postal customers. By stating your customer reference number it will eliminate ambiguity and speed up telephone enquiries.

- 13** Assay Office use only.

- 14** Use if a different company is to be invoiced or the invoice is to be sent to a different address.

- 15** Only use if the parcel has to be sent to a different address, please indicate return method.

- 16** The name of a person we can speak to about sampling or marking.

- 17** Telephone number which can be used to contact above.

- 18** Use this if you wish to include your own reference.

- 19** The amount of any cash or cheque enclosed or state if paying by credit/debit card.

- 20** The signature of a person you have informed us is authorised to sign your Assay Note.

- 21** The quantity of items for marking.

- 22** A simple description of the products i.e. ring, chain, bangles etc. (Product codes, pattern numbers etc are not acceptable).

- 23** The weight of the line or the total weight of the parcel.



PLEASE NOTE IT IS ESSENTIAL TO COMPLETE ALL RELEVANT BOXES

WRITE CLEARLY - USE BALLPOINT OR TYPE THIS NOTE SHOULD BE USED FOR A SINGLE ALLOY STANDARD ONLY					IMPORTED S/HAND					1			
IN THE ABSENCE OF SPECIFIC INSTRUCTIONS THE OFFICE WILL MARK AND SAMPLE AS IT DEEMS APPROPRIATE										DATE			
INDICATE SERVICE REQUIRED (SUBJECT TO AVAILABILITY) 2 <input type="checkbox"/> SAME DAY ITEMS RECEIVED BY 10:00AM WILL BE AVAILABLE FOR COLLECTION AT 4:00PM <input type="checkbox"/> NEXT DAY ITEMS RECEIVED BY 9:30AM WILL BE DISPATCHED TO CUSTOMER BY 9:30AM NEXT DAY <input type="checkbox"/> STANDARD SERVICE SURCHARGE AS PER CURRENT PRICE LIST						INDICATE ALLOY STANDARD (PLEASE CIRCLE APPROPRIATE FINENESS)							
						GOLD 375 585 750 916 990 999 4							
						SILVER 800 925 958 999 4							
						PLATINUM 850 900 950 999 4							
						PALLADIUM 500 950 999 4							
SPONSORS MARK 5						SPONSORS NAME 6				TO BE STRUCK BY ASSAY 7		YES	NO
OPTIONAL MARKS PLEASE INDICATE 8		CROWN	LION	BRITANNIA	ORB	PALLAS ATHENE	DATE LETTER	CONVENTION MARK		SPREAD MARK			
MARKING/SAMPLING INSTRUCTION 3										2	3		
										4	5		
										6	7		
IF INSUFFICIENT SPACE USE A SEPERATE SPEC SHEET. AVAILABLE ON REQUEST FROM RECEPTION										SEE SPEC. SHEET 9		DIE SENT 10	
SAMPLED BY 13		MARKED BY 13		INSPECTED BY. 13			WEIGHT IN 13						
							WEIGHT OUT 13						
SENT BY: 11				CUSTOMER SPONSOR / ACCOUNT NUMBER 12			BAR CODE						
INVOICE TO: (IF DIFFERENT FROM ABOVE) 14				QTY 21	DESCRIPTION 22			WEIGHT (G) 23		CODE			
RETURN TO: 15													
RETURN BY POST <input type="checkbox"/> COURIER <input type="checkbox"/> COLLECTED <input type="checkbox"/>													
CONTACT 16													
TEL NO. 17													
CUSTOMER REF 18													
PAYMENT (ENCLOSED) PLEASE TICK THE APPROPRIATE BOX 19 <input type="checkbox"/> CHEQUE <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> CASH													
AUTHORISED SIGNATURE 20				TOTAL									

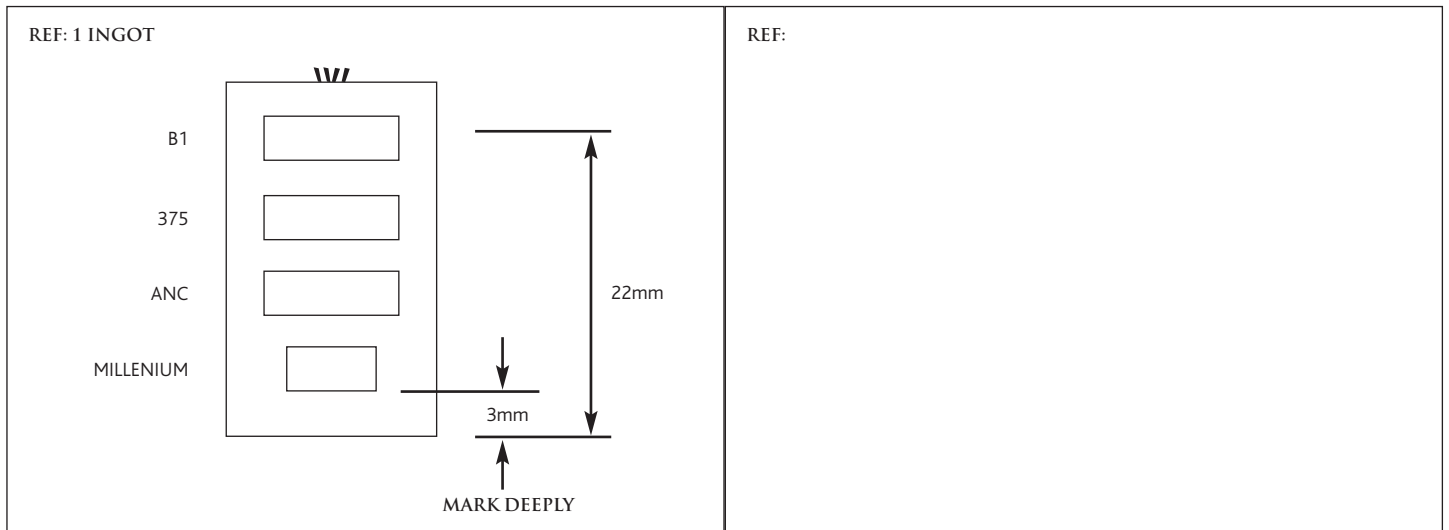


HALLMARKING SPECIFICATION SHEET

This sheet is intended for use when the marking instruction section of the assay note is insufficient either because you have multiple products or a more detailed drawing and specification is necessary. Overleaf are samples of mark styles and examples of how this sheet could be used.

HAND OR SEND THIS IN WITH YOUR PARCEL SENT BY: Brighter Jewels

PARCEL REFERENCE: BJ 43



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