

# GEMMOLOGY LAB SUBMISSION FORM



Birmingham Assay Office Gemmology Lab  
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 E. customerservice@theassayoffice.co.uk  
 www.theassayoffice.co.uk

## SERVICE LEVEL REQUIRED

**ACG**

N.B. ONLY AVAILABLE FOR COLOURLESS DIAMONDS & TANZANITES

ALL SERVICES

SAME DAY SERVICE  
 100% ADDITIONAL CHARGES  
 Items received by 9.30am ready  
 3:30pm same day

NEXT DAY SERVICE  
 50% ADDITIONAL CHARGES  
 Items received by 9.30am  
 ready 3:30pm the following day

STANDARD SERVICE  
 Standard lead time and  
 charges apply.

TRADE CUSTOMER

PRIVATE CUSTOMER

Please complete clearly and provide all relevant information to avoid delays in processing your order.

### YOUR DETAILS

Invoice To \_\_\_\_\_  
 Account Ref if known (Trade) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Tel \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Email \_\_\_\_\_  
 Your Ref /PO Ref \_\_\_\_\_

### RETURN DELIVERY METHOD

COLLECTION  ROYAL MAIL  G4S   
 SPECIAL DELIVERY   
 OTHER   
 please state \_\_\_\_\_

### PAYMENT METHOD

CREDIT ACCOUNT  CREDIT/DEBITCARD   
 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

### ROYAL MAIL SPECIAL DELIVERY COMPENSATION

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

### DELIVERY ADDRESS If different to invoice address

Return to \_\_\_\_\_ Address \_\_\_\_\_  
 Postcode \_\_\_\_\_ Contact Name \_\_\_\_\_

## JOB DETAILS: (Please indicate quantity and service required for each stone/item submitted).

COLOURLESS DIAMONDS (LOOSE OR MOUNTED OPTIONS AS BELOW) - DIAMOND MELEE SCREENING AVAILABLE						
QTY	REF/DESCRIPTION CARAT WEIGHT	MINI REPORT (LOOSE OR MOUNTED)	FULL A4 REPORT WITH FACET DIAGRAM (LOOSE ONLY)	FULL A5 REPORT NO FACET DIAGRAM (LOOSE ONLY)	DIAMOND SET JEWELLERY TWO PAGE A5 REPORT	LASER INSCRIPTION (LOOSE ONLY)
DIAMOND TYPE VERIFICATION		VERBAL	A4 WRITTEN REPORT			

COLOURED DIAMONDS (LOOSE ONLY)					LABORATORY GROWN DIAMONDS - COLOUR - AS GROWN OR TREATED NOT SPECIFIED. (LOOSE OR MOUNTED IF SETTING PERMITS)					
- FRACTURE FILLED DIAMONDS CANNOT BE AUTHENTICATED FOR COLOUR ORIGIN. - ID - NATURAL OR LABORATORY GROWN DIAMONDS - COLOUR - NATURAL OR TREATED.										
QTY	REF/DESCRIPTION CARAT WEIGHT	COLOUR ORIGIN + COLOUR GRADE. VERBAL ONLY	COLOUR ORIGIN + COLOUR/CLEARITY GRADE ONLY. TWO PAGE FOLD REPORT	FULL A4 REPORT WITH FACET DIAGRAM	LASER INSCRIPTION	QTY	REFERENCE/DESCRIPTION	MINI REPORT (LOOSE OR MOUNTED)	FULL A5 REPORT NO FACET DIAGRAM (LOOSE ONLY)	LASER INSCRIPTION (LOOSE ONLY)

GEMSTONES (LOOSE OR MOUNTED)							
QTY	REF/DESCRIPTION CARAT WEIGHT	GEM ID VERBAL	GEM ID MINI REPORT	GEM ID + TREATMENT DESCRIPTION (VERBAL)	GEM ID + TREATMENT, COUNTRY ORIGIN (RUBY, SAPPHIRE, EMERALD ONLY) TWO PAGE FOLD REPORT	GEMSTONE/ GEMSTONE & DIAMOND SET JEWELLERY TWO PAGE FOLD REPORT	

TANZANITES (LOOSE OR MOUNTED)					PEARLS				
QTY	REF/DESCRIPTION CARAT WEIGHT	MINI REPORT	TWO PAGE FOLD A5 REPORT	TANZANITE/ TANZANITE & DIAMOND JEWELLERY TWO PAGE FOLD REPORT	QTY	REF/DESCRIPTION	SINGLE OR STRAND (S)		
							PEARL IDENTIFICATION (VERBAL)	TWO PAGE FOLD PEARL IDENTIFICATION REPORT INCLUDING VERBAL	TWO PAGE FOLD PEARL & DIAMOND JEWELLERY REPORT

TOTAL ITEMS SENT	COMMENTS/FURTHER INSTRUCTIONS OR LASER INSCRIPTION DETAILS

By checking this box, I willingly opt in to have my items shared on social media platforms

I agree that any description(s) of the property submitted is based on provisional assessment and that Birmingham Assay Office is not bound by any description, which proves after inspection to be different from those detailed above.

I accept the terms and conditions of business for the provision of gemmological services. Full terms and conditions can be found at [www.theassayoffice.co.uk](http://www.theassayoffice.co.uk)

CUSTOMER SIGNATURE: \_\_\_\_\_ PRINT: \_\_\_\_\_ DATE: \_\_\_\_\_  
 RECEIVED BY REPRESENTATIVE: \_\_\_\_\_ PRINT: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_