

# ASSAY NOTE



**Birmingham Assay Office**  
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- 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.**

<p><b>YOUR DETAILS</b></p> <p>Invoice To _____</p> <p>Account Ref if known _____</p> <p>Address _____</p> <p>Postcode _____ Contact Name _____</p> <p>Tel _____</p> <p>Email _____</p> <p>Your Ref/PO Ref _____</p>	<p><b>RETURN DELIVERY METHOD</b></p> <p>COLLECTION <input type="checkbox"/> ROYAL MAIL SPECIAL DELIVERY <input type="checkbox"/> G4S <input type="checkbox"/></p> <p>OTHER <input type="checkbox"/> Please state _____</p> <p><b>SPECIAL DELIVERY COMPENSATION</b></p> <p>£750 <input type="checkbox"/> £1000 <input type="checkbox"/> £2500 <input type="checkbox"/></p> <p>If left blank, amount will be taken as £2500</p> <p><b>DELIVERY ADDRESS</b> If different to invoice address</p> <p>Return to _____ Address _____</p> <p>Postcode _____ Contact Name _____</p>	<p><b>PAYMENT METHOD</b></p> <p>CREDIT ACCOUNT <input type="checkbox"/> CREDIT/DEBIT CARD <input type="checkbox"/></p> <p>Account forms must be submitted and pre-approved by the Finance Dept. Use card on file <input type="checkbox"/> Call for card details <input type="checkbox"/></p> <p>CHEQUE <input type="checkbox"/> Made payable to Assay Office Birmingham <input type="checkbox"/></p> <p>CASH <input type="checkbox"/> Max cash limit £1,000</p> <p>BANK TRANSFER <input type="checkbox"/> Birmingham Assay Office          Sort Code: 40-11-18          Acc. No. 00401900</p>
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**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.

<p><b>SPONSORS MARK</b></p> <p>SPONSORS NAME _____</p>	<p><input type="checkbox"/> Sponsor Mark To be applied by BAO</p> <p><input type="checkbox"/> Sponsor Mark Pre-applied</p>	<p><input type="checkbox"/> Die sent (Qty) <input type="checkbox"/> Punch sent (Qty)</p> <p><input type="checkbox"/> Second Hand items (Tick)</p>	<p><b>MARKING METHOD</b></p> <p><input type="checkbox"/> PUNCH <input type="checkbox"/> LASER - OUTLINE</p> <p><input type="checkbox"/> LASER - DEEP RELIEF</p>
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<p><b>STANDARD</b> (please circle one below)</p> <p><b>SILVER</b> 800 925 958 999</p> <p><b>PALLADIUM</b> 500 950 999</p> <p><b>GOLD</b> 375 585 750 916 990 999</p> <p><b>PLATINUM</b> 850 900 950 999</p>	<p><b>OPTIONAL TRADITIONAL MARKS</b> (tick one if req.)</p> <p><input type="checkbox"/> LION 925+ <input type="checkbox"/> OR <input type="checkbox"/> BRITANNIA 958+ <input type="checkbox"/></p> <p><input type="checkbox"/> PALLAS ATHENE Allowed if 500+ <input type="checkbox"/></p> <p><input type="checkbox"/> CROWN Allowed if 375+ <input type="checkbox"/></p> <p><input type="checkbox"/> ORB Allowed if 950+ <input type="checkbox"/></p>	<p><b>MIXED PRECIOUS METALS PRESENT</b> (tick) <input type="checkbox"/></p> <p>NB. Mixed precious metal part marks will be applied unless instructed</p> <p>Metal(s) _____ &amp; Standard _____</p> <p><b>MIXED PRECIOUS AND NON PRECIOUS METALS PRESENT?</b> (tick) <input type="checkbox"/></p> <p>Non-precious metal marks are mandatory. State metal &amp; wording required below</p> <p>Metal(s) _____ Wording _____</p>
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<p><b>OPTIONAL ADDITIONAL MARKS</b></p> <p>Tick all required. Selected marks will apply to all items submitted on this Note</p>	<p><b>DATE LETTER</b></p> <p><input type="checkbox"/></p>	<p><b>CONVENTION MARK</b></p> <p><input type="checkbox"/></p>	<p><b>OTHER</b> Please confirm below</p>	<p><b>SPREADMARK</b> <input type="checkbox"/></p> <p>Also indicate style (1-7). Style OR provide an image of layout _____</p>
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**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
	Bangles / Bracelets	
	Chains / Necklets	
	Pendants / Charms	
	Cufflinks (single)	
	Earrings (single)	
	Rings	
	Miscellaneous Jewellery	
	Medal / Coins	
	Locketts	
	Non Jewellery / Other Articles	
	<b>Total items</b>	

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](http://www.theassayoffice.co.uk)

Authorising Name \_\_\_\_\_ Signature \_\_\_\_\_ Submitted Date \_\_\_\_\_

