

VALUATIONS SUBMISSION FORM



RETAILER NAME:		PRIVATE CUSTOMER NAME:	SERVICE LEVEL REQUIRED:
ADDRESS:		ADDRESS:	SAME DAY SERVICE: Must be received by 9:30am, dispatched by 3:30pm
POSTCODE:			
BRAND NO:	ACC NO.		NEXT DAY SERVICE: Must be received by 9:30am and dispatched 3:30pm next working day
CONTACT NAME:			
TEL NO:		POST CODE:	
EMAIL:		TEL NO:	STANDARD SERVICE:
TICK HERE FOR SHOP STOCK VALUATIONS		EMAIL:	

ITEM DETAILS:

Please note: All information relevant to the valuation must be submitted so that it can be considered when appraising the item(s). Examples include diamond certificates, previous valuations, purchase receipts, and service history documents. Submitting information for consideration after the valuation has been issued may incur reasonable additional fees for the extra work incurred. Complex items that require extensive research or assessment will be subject to additional charges which will be advised before the valuation is undertaken. Your attention is drawn to the further limiting conditions provided overleaf.

QTY	PROVISIONAL DESCRIPTION (FOR IDENTIFICATION ONLY)	COMMENTS/ESTIMATED VALUE - PLEASE INCLUDE DETAILS OF ANY ADDITIONAL DOCUMENTS
	CONFIRM TOTAL NUMBER OF ITEMS SENT	

SERVICE OPTIONS

Reports are prepared based on the selected option and are issued solely for the purpose stated and will not be valid for any other purpose or intended use. Statements and information contained in the final Report cannot be construed as a warranty, a guarantee or authentication, nor an offer to purchase or replace articles.

VALUATION: A WRITTEN REPORT FOR ONE OF THE FOLLOWING PURPOSES (PLEASE SELECT ONE OF THE OPTIONS BELOW)

<input type="checkbox"/>	INSURANCE: This represents the average high street replacement value for a comparable item.
<input type="checkbox"/>	SALE BETWEEN PARTIES (sale by private treaty): When one person wishes to sell an item in a private capacity usually between auction and retail price.
<input type="checkbox"/>	FAMILY DIVISION (Division by Asset): They hypothetical prices likely achieved at a public auction. A minimum starting value for negotiation.
<input type="checkbox"/>	PROBATE: The open market value of a deceased's property at the date of death. You must also provide the name of the deceased and the date of death. Name of Deceased: _____ Date of Death _____
<input type="checkbox"/>	JEWELLERY ASSESSMENT: A comprehensive report describing the metal content, diamond grades and gemstone detail (where appropriate) of the item. This report will not include an item value.

RETURN METHOD		RETURN TO:	ITEM RETURN METHOD	
(If left blank, we will return to address information as above) Items submitted via retailer will be returned to store. For private customer's, items will be returned to customer. Return transit insurance cover: Up to £25k per parcel. G4S service only available to pre-approved business addresses. Items exceeding these values may require additional cover at the customer's expense.		ADDRESS:	ROYAL MAIL SERVICE	
			COLLECTION	
		POST CODE:		
PAYMENT METHOD		I confirm that I am authorised to submit the property detailed on this valuation submission form for the purpose specified. I agree that any description(s) of the property provided is based solely on provisional assessment and that the valuer 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 valuation services.		
CREDIT ACCOUNT (Account forms must be submitted and pre-approved by the finance Dept.)		CUSTOMER SIGNATURE:	PRINT	DATE
CREDIT/DEBIT CARD		RETAIL SIGNATURE:	PRINT	DATE
USE CARD ON FILE		VALUATIONS REPRESENTATIVE:		DATE
CALL FOR CARD DETAILS				
PAY ON COLLECTION				
BANK TRANSFER				

VALUATIONS SUBMISSION FORM



EXPLANATORY NOTES AND LIMITING CONDITIONS REGARDING THE TAKE IN PROCEDURE & SUBMISSION OF ITEMS FOR VALUATION

- 1. VALUE.** The valuation amount is based on the valuer's expert opinion of a reasonable replacement cost for a comparable item (unless specified otherwise). This is determined using the most suitable replacement sources and criteria, based on independent research conducted on the date of valuation.
- 2. TITLE.** Jewellers taking in the goods, the Birmingham Assay Office, their employees and/or consultant valuers do not investigate or confirm ownership of items submitted for valuation. Including a person's details on the valuation document does not imply any verification of that person's ownership or title to the property.
- 3. WITHHOLDING INFORMATION.** If the client fails to provide pertinent information (e.g., previous valuations or certificates) or submits misleading information that could impact the valuation or jewellery assessment, Birmingham Assay Office Valuations Service reserves the right to invalidate or amend the valuation. Any required amendments may incur reasonable additional fees for the extra work involved.
- 4. INTENDED USE.** Valuation documents are issued specifically for the following purposes: Insurance, Sale, Open Market, Post-Loss, Family Division, or Probate. It is the client's responsibility to specify the required valuation type to the jeweller/Birmingham Assay Office Valuation Service. Once issued, the document cannot be used for any purpose other than what was originally stated.
- 5. POSSESSION AND/OR PUBLICATION.** The completed valuation or jewellery assessment is exclusively for the named individual and cannot be published or used for any other purpose without the valuer's prior written consent. Birmingham Assay Office will not endorse valuation documents or jewellery assessments being used in any manner which contravene prevailing Consumer Protection legislation. Regulations 5 and 6 of the CPRs prohibit commercial practices which are misleading, whether by action or omission and which cause or are likely to cause the average consumer to take a different decision
- 6. IDENTIFICATION & DESCRIPTION OF PROPERTY.** During the Take-In process, initial descriptions of the property may be provisional due to limited inspection and generic terms may be used. True identification of metals, gemstones, and item characteristics occurs later during closer examination and will be stated in the completed valuation or jewellery assessment. In any event, no liability whatsoever on the part of the jewellers, the Birmingham Assay Office, their employees and/or consultant valuers can be entertained if the nature and/or identification of the items listed, or their component gemstones is subsequently established to be different from that which is recorded during the Take-In procedure. Errors or changes should be signed by the client on the submission form at the time of submission.
- 7. CONDITION.** Only obvious damage and/or repairs or obvious missing elements are noted during submission. A more detailed examination may reveal additional conditions. The jewellers, the Birmingham Assay Office, their employees and/or consultant valuers reserve the right to note these findings and notify the client accordingly, in any event no liability whatsoever can be entertained for any omission and/or errors in this regard during the Take-In procedure.
- 8. ASSESSMENT OF DIAMONDS & GEMSTONES.** Without laboratory certificates, gemstone assessments (e.g., quality, treatments, origin, exact measurements and weights) are estimated based on visual examination only. Additionally, it is not always possible to positively identify gemstones and/or assign precisely their individual quality grades, due to limitations imposed by the mountings. Unless otherwise stated, all dimensions and estimated weights of gemstones have been determined without unsetting the stones and are, therefore, only approximate. Estimated weights are normally calculated by applying standard formulae to the measurements taken.
- 9. WATCHES AND BRANDED ITEMS** When a manufacturer's name or the term 'signed' is mentioned in a valuation or jewellery assessment, it reflects the valuer's opinion of the probable source of manufacture, not a verified confirmation of the brand. This opinion forms the basis of the valuation but is not a guarantee. Whilst every precaution is taken and due diligence observed, identifying branded watches is challenging due to the prevalence of high-quality counterfeits, often indistinguishable without opening the cases, which requires specialised equipment and may void warranties. Therefore, unless stated otherwise, brand attribution is based solely on an external visual inspection, as sealed or modern watches are not opened during appraisal.
- 10. SOURCE OF REPLACEMENT.** Replacement values are typically based on high street pricing, unless the client requests or the valuer considers an alternative market more appropriate. No responsibility can be accepted should the insurers not accept the level/category selected. The valuer reserves the right either to refuse to provide a valuation ascribing replacement values in an inappropriate market or to levy reasonable additional fees for the extra work incurred in researching other markets and providing an additional valuation ascribing values at the requested level/category.
- 11. REPLACEMENT BASIS.** Categories of replacement values used include New Replacement, Antique, and Second-Hand Replacement values, each appropriate for different item types. It is important that you check your final Report carefully in relation to this information and ensure it is as expected and required and where appropriate, is accepted as the means of replacement by your insurer.
- 12. TRANSPORTATION OF PROPERTY.** The jeweller, the Birmingham Assay Office, their employees and/or consultant valuers reserve the right, to transport clients' property by reasonable, secure means to sub-contractors, consultants and/or third parties pursuant to the provision of the services requested by clients.
- 13. INSURANCE MATTERS.** Without prejudice and subject to the foregoing the Company will use all reasonable endeavours to keep the items safe whilst in its possession. Please note the following important matters regarding the insurance of items whilst in transit and in possession of the Company. (a) The Company is not responsible for repairing, replacing, or resetting stones that may become loose during the valuation or assessment process, including standard industry cleaning procedures. (b) The Customer must insure each item for its full replacement value against risks such as loss, damage, accident, fire, and theft. This insurance must also cover the items while in the custody of the Company, its employees, or agents, including any consequential or related loss or damage. (c) The Company is not liable in any circumstances for any loss or damage to items while in transit to the Company; any claims must be directed to the carrier. (d) The Company will insure items in transit from the Company to the Customer, up to an aggregate value of £25,000 per package, regardless of the number of items. If the Company fails to arrange insurance, its liability is limited to £25,000 per package. For items exceeding this value, the Customer must arrange their own transit insurance.
- 14. DISPUTE.** Valuations from different valuers may vary and do not imply error by either party.
- 15. FEES.** The fee paid for providing a valuation service is in not contingent upon any value ascribed.
- 16. FURTHER INVOLVEMENT.** Completion of a valuation or jewellery assessment does not obligate the jeweller, the Birmingham Assay Office, their employees and/or consultant valuers to participate further in any litigation or court proceedings, unless arranged in advance and at an agreed hourly rate.
- 17. LIMIT OF LIABILITY.** The jeweller, the Birmingham Assay Office, their employees and/or consultant valuer's liability is limited to the fee paid by the client for the service provided.
- 18. STATUTORY RIGHTS.** These conditions do not affect the statutory rights of the client under English law.