GEMMOLOGY LAB SUBMISSION FORM

1. SERVICE LEVEL REQUIRED	
SAME DAY SERVICE	☐
Items must be received by 09:30. Ready by 15:30 same day for collection, or overnight despatch. 100% additional charge applies. Diamonds only. For express services on other items please contact us before submitting.	
NEXT DAY SERVICE*	☐
Items must be received by 09:30. Ready by 15:30 for collection or despatch on the following working day. 50% additional charge applies. Diamonds only. For express services on other items please contact us before submitting.	
STANDARD SERVICE	☐
Standard lead-time and charges apply	

2. YOUR DETAILS (PLEASE WRITE IN BLOCK CAPITALS)		
CUSTOMER NAME:		
TICK HERE IF PRIVATE CUSTOMER ☐	TICK HERE IF NEW CUSTOMER ☐	
ADDRESS: (Full)		
POSTCODE:	TEL NO:	
EMAIL:		
PO REF:		

3. DELIVERY ADDRESS (IF DIFFERENT TO INVOICE ADDRESS)	
CONTACT NAME:	ADDRESS:
POSTCODE:	CONTACT DETAILS IF NEEDED:

4. JOB DETAILS		LOOSE			MOUNTED		
QTY	COLOURLESS DIAMONDS	STANDARD	INTERMEDIATE	PREMIUM	STANDARD	INTERMEDIATE	PREMIUM
		☐	☐	☐	☐		☐
		☐	☐	☐	☐		☐
		☐	☐	☐	☐		☐
	FANCY COLOURED DIAMONDS	STANDARD	INTERMEDIATE	PREMIUM	STANDARD	INTERMEDIATE	PREMIUM
			☐	☐		☐	☐
			☐	☐		☐	☐
			☐	☐		☐	☐
	LABORATORY GROWN DIAMONDS	STANDARD	INTERMEDIATE	PREMIUM	STANDARD	INTERMEDIATE	PREMIUM
			☐	☐		☐	☐
			☐	☐		☐	☐
			☐	☐		☐	☐
	GEMSTONES	STANDARD	INTERMEDIATE	PREMIUM	STANDARD	INTERMEDIATE	PREMIUM
		☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐
	TANZANITES	STANDARD	INTERMEDIATE	PREMIUM	STANDARD	INTERMEDIATE	PREMIUM
		☐			☐		
		☐			☐		
		☐			☐		
	PEARLS	STANDARD	INTERMEDIATE	PREMIUM	STANDARD	INTERMEDIATE	PREMIUM
			☐	☐		☐	☐
			☐	☐		☐	☐
			☐	☐		☐	☐

5. DIAMOND SCREENING	
NO. OF DIAMONDS / TOTAL CARAT WEIGHT	
NOTES:	
RESULT FORMAT	
VERBAL RESULT	☐
SCREENING REPORT (WITH PHOTOGRAPH)	☐

6. TOTAL NO. OF ITEMS	
ADDITIONAL COMMENTS / INSTRUCTIONS / LASER INSCRIPTION DETAILS (ONLY AVAILABLE FOR LOOSE DIAMONDS AND SYNTHETIC MOISSANITE):	

7. SOCIAL MEDIA	
By ticking this box, I willingly opt in to have my items shared on social media platforms	☐

8. RETURN DELIVERY METHOD (PLEASE TICK)			
COLLECTION			☐
ROYAL MAIL SPECIAL DELIVERY *Please select compensation amount.*			☐
If left blank, amount will be taken as £2500.	☐ £750	☐ £1000	☐ £2500
G4S			☐
OTHER			☐
IF OTHER, PLEASE SPECIFY:			

9. PAYMENT METHOD (PLEASE TICK)		
PAYMENT ON COLLECTION		☐
CREDIT ACCOUNT: *Account forms must be submitted and pre-approved by Finance*		☐
CREDIT/DEBIT CARD: USE CARD ON FILE ☐	CALL FOR CARD DETAILS	☐
BANK TRANSFER: *Birmingham Assay Office, Sort Code: 40-11-18, Acc. No: 00401900*		☐

10. DISCLAIMER

By signing below, 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 theassayoffice.co.uk.

CUSTOMER SIGNATURE: ..... PRINT: ..... DATE: .....

RETAILER BY REPRESENTATIVE: ..... PRINT: ..... DATE: ..... TIME RECEIVED: .....

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BIRMINGHAM ASSAY OFFICE