



BIRMINGHAM ASSAY OFFICE

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Hallmarking Submission Form

Please complete clearly and provide all relevant information to avoid delays in processing your order. Only one sponsor's mark and one metal alloy standard per Hallmarking Submission Form. For personalisations please use Laser Engraving Form.

01 YOUR DETAILS

Company Name _____
Address _____
Postcode Contact Name _____
Tel _____
Email _____
Your Ref / PO Ref _____

02 SERVICE LEVEL REQUIRED (Tick one option per Hallmarking Submission Form)

- ☐ **1 HOUR*** * Subject to availability. Items received by 2.00pm ready within an hour. £60.00 minimum charge applies / £12 per article over 5 items.
- ☐ **SAME DAY*** * Items received by 9.30am ready by 3.30pm same day. 100% additional charge applies.
- ☐ **NEXT DAY*** * Items received by 9.30am ready by 9.30am next day. 50% additional charge applies.
- ☐ **STANDARD** * Standard charge. 3 - 5 working days. For lead times see website. Turnaround times are dependent on quantities/volumes received.

03 MARKING PURPOSE (Select one)

- ☐ **HALLMARKING ONLY** ☐ **HALLMARKING AND ADDITIONAL SERVICES**

04 MARKING DETAILS Applies to all items on this form. Any variation must be submitted on a separate note. In the absence of specific instructions, BAO will mark where deemed appropriate.

SPONSOR'S MARK _____

SPONSOR'S NAME _____

- ☐ **DIE SENT** (Qty) ☐ **PUNCH SENT** (Qty)
- ☐ **SECOND HAND ITEMS** (Tick)
- ☐ **SPONSOR'S MARK PRE-APPLIED** (Tick)

STANDARD (Tick one)

SILVER	800	925	958	999
PALLADIUM	500	950	999	
GOLD	375	585	750	916 990 999
PLATINUM	850	900	950	999

MARK METHOD (Tick one)

- ☐ **Punch Mark**
- ☐ **Laser Mark**
- ☐ **Relief Laser Mark**

HALLMARK TYPES (Select one) · All prices exclude VAT

- ☐ **Standard Hallmark**
- ☐ **Convention Hallmark**
- ☐ **Traditional Hallmark**

- ☐ **MIXED PRECIOUS OR NON PRECIOUS METALS PRESENT** (Tick)
Non-precious metal marks are mandatory. State metal below.
Metal(s): _____

APPLY PART MARKS ☐ YES ☐ NO

☐ **LOGO REQUIRED**

LOGO NAME: _____

REGISTRATION REQUIRED

LICENSED LOGOS: _____

LICENCE NO: _____

☐ **NUMBERING** (Tick)

- ☐ **FEATURE MARK** (Tick one) ☐ Image of layout or sample provided in the parcel ☐ Style number from selection 2-7: _____

05 ADDITIONAL INSTRUCTIONS

☐ **SAMPLE ENCLOSED** ☐ **MARK WHERE INDICATED**

Earrings and cufflinks are hallmarked and charged per individual item. A pair counts as 2 items — please enter quantity 2.

TOTAL ITEMS

TOTAL WEIGHT

06 RETURN METHOD & DELIVERY ADDRESS

☐ **COLLECTION** ☐ **ROYAL MAIL** ☐ **G45** ☐ **OTHER** Please state: _____

SPECIAL DELIVERY COMPENSATION ☐ **£750** ☐ **£1000** ☐ **£2500**

If left blank, amount will be taken as £2500

DELIVERY ADDRESS (if different to invoice address)

Company Name _____

Address _____

Postcode Contact Name _____

07 PAYMENT METHOD (Select one)

- ☐ **CREDIT ACCOUNT**
Account forms must be submitted and pre-approved by the Finance Dept.
- ☐ **CREDIT/DEBIT CARD**
Payment link will be included on payment advice or pay on collection.

i Hallmarking Concierge Appointment
£25 per parcel — complimentary when hallmarking charges exceed £1,000
A pre-booked private appointment for customers who would like their parcel checked, weighed and verified with them present at both booking-in and collection. Designed to give added reassurance, transparency and personal service when submitting higher-value or complex parcels.

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

Authorising Name _____ Signature _____ Date