



Hallmark of
The Goldsmiths' Company
since 1300



The
GOLDSMITHS'
Company

ASSAY OFFICE

Student Registration Application



The Goldsmiths' Company Assay Office offers special hallmarking packages for students on precious metal courses in the UK, to help and encourage them upon entering the industry

One package is for full-time students, the other is for part-time students and both include registration of a sponsor's mark, a punch, creation of a software version of the sponsor's mark for laser marking and a tour of the Goldsmiths' Company Assay Office.

Registration form

You'll find a registration application form on the last page of this brochure. If you require any assistance, please contact the registration department on 020 7606 8971 or registration@assayofficelondon.co.uk.

Full-time student package

Fee £40 (inc. VAT) and includes:

- Registration of a sponsor's mark at the Goldsmiths' Company Assay Office
- A sponsor's punch (from our designs)
- Sponsor's punch software, created for the lasers
- A credit of £40 put on an account for hallmarking (valid for six months)

Part-time student package

Fee £75 (inc. VAT) and includes:

- Registration of a sponsor's mark at the Goldsmiths' Company Assay Office
- A sponsor's punch (from our designs)
- Sponsor's punch software, created for the lasers

Sponsor marks

A hallmark must include a unique sponsor's (maker's/ name) mark. This provides a traceable link to the source of an article. The UK Hallmarking Act 1973 requires a new sponsor's mark to be registered at an assay office before hallmarking can commence.

It comprises a combination of two to five letters enclosed in a surrounding shield. Different shield designs are available to allow sponsors with the same initials to be distinguished.

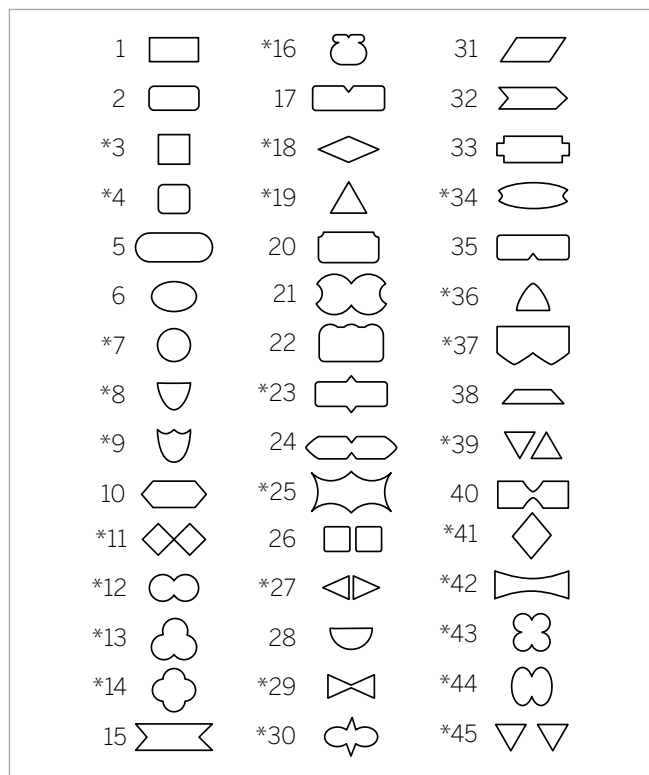
In the case of private individuals the letters used must be his or her initials. In the case of a company, the first letter of the words forming the name of the company must be used, or the first and last letters if the name is only one word.

Eg: Mr. Robert John Brown – RJB or RB
J.S. Brown Ltd. – JSB or JSBLD
J. Brown Ltd. – JBLD
Browns – Bs

The sponsor's mark is registered for a period of ten years after which time it can be renewed. Renewal notices are automatically sent out as the ten-year registration expiry date approaches*.

*Should we fail to hear from you within two months of expiry we reserve the right to securely dispose of your punches and any costs to remake punches will be at the customer's expense. It is therefore imperative that you inform us of any address changes.

Shield designs



Note: Shield designs marked * are not suitable when applied below 1mm (size K)

Obtaining your punch

A punch comprising the sponsor's mark is needed before hallmarking can take place.

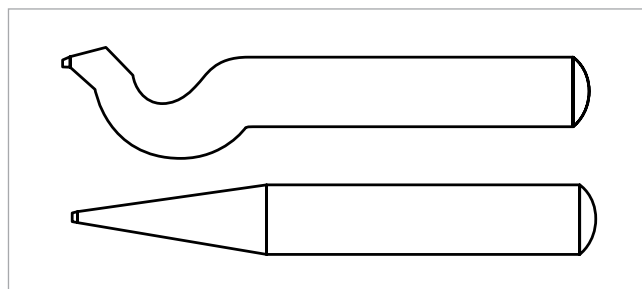
Both the full-time and part-time packages include one punch chosen from our shield designs. It is usual for your punch to be retained at the Goldsmiths' Company Assay Office. However, should you wish us to send you your punch by post, for you to retain, please indicate this on the application form.

A charge of £8.00 will be made to cover postage and packaging.

Two key decisions need to be made when ordering a punch:

Shank type

Punches can be cut on two different types of shank, known as straight or swan neck. The latter is required for marking the inside of rings where the geometry of a straight shank prevents the punch head getting to the marking area. Swan neck shanks can usually be used on other articles, making them the ideal choice if one punch is to be ordered.



Mark size

The size of a punch should reflect the nature of the articles intended to be submitted for hallmarking: a large punch may be unsuitable for delicate items. Guidance on sizes for different items is shown in the table below. The maximum size of a straight punch is 6mm in height (size A).

The maximum size for a swan neck punch is 1mm (size K). If you are unsure about what size you should choose please contact us for guidance.

SIZE	HEIGHT	USE
A	6.00mm	Large silver holloware
B	5.00mm	
C	4.25mm	
D	3.50mm	Small silver holloware
E	3.00mm	
F	2.50mm	
G	2.00mm	
H	1.75mm	Napkin rings, frames
I	1.50mm	
J	1.25mm	
K	1.00mm	Solid bangles, large jewellery
L	0.75mm	Rings
M	0.50mm	Small jewellery, rings

STUDENT REGISTRATION

PLEASE COMPLETE IN BLOCK LETTERS

Title	First name/s	Surname
Address		
		Postcode
Tel no		Mobile
Email		
Name of college		
Course title		
Full-time <input type="checkbox"/>		Part-time <input type="checkbox"/>

DETAILS OF SPONSOR'S MARK REQUIRED

Initials (enter in box below)	Design No. (enter choices in boxes below)		
	1st choice	2nd choice	3rd choice
Any special details			

PUNCH REQUIRED

Size required	Swan neck <input type="checkbox"/>	Straight <input type="checkbox"/>
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WHERE WOULD YOU LIKE YOUR PUNCH HELD? (Please tick one)

<input type="checkbox"/> Goldsmiths' Hall	<input type="checkbox"/> Greville Street	<input type="checkbox"/> Heathrow facility*	<input type="checkbox"/> Collected	<input type="checkbox"/> Send punch by post (£8.00)
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*by special arrangement only

Payment

If you've chosen to collect or have your punch returned by post please select from one of the four options below:

PLEASE SEND PUNCH BY POST

Full time £48.00 <input type="checkbox"/>	Part time £83.00 <input type="checkbox"/>
I WILL COLLECT PUNCH	
Full time £40.00 <input type="checkbox"/>	Part time £75.00 <input type="checkbox"/>

If you wish for us to hold your punch please select from the two options below:

PLEASE HOLD PUNCH

Full time £40.00 <input type="checkbox"/>	Part time £75.00 <input type="checkbox"/>
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All prices quoted include VAT.

Payment can be made by cash, credit/debit card or cheque (made payable to "The Goldsmiths' Company")

Please call me to take my card details for payment (tick box)

Proof of student status

You will need to send proof of your full-time or part-time student status. The following will be accepted:

- Official college course enrolment form
- Letter from tutor or college
- This form signed by the tutor and stamped with the college stamp

Tutor signature
Tutor name (please print)
College stamp

I declare that the above information is correct and that I will forward my sponsor's mark punch each time I require a mark to be made by the Goldsmiths' Company Assay Office	Signature
	Date / /

FOR OFFICE USE ONLY

Mark	Punch no.	Plate no.	Book/page	A/C no.	Payment	Completed

STUDENT REGISTRATION

Student questionnaire

Please take a moment to complete our customer questionnaire. This will help us not only to gain more information about you and your needs, but also to improve our service to all our customers.

HOW DID YOU HEAR ABOUT OUR STUDENT PACKAGE?

College tutor <input type="checkbox"/>	Assay Office visit to college <input type="checkbox"/>	Website <input type="checkbox"/>	Other (please specify)
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WHAT SUBJECTS DOES YOUR COURSE COVER?

Jewellery <input type="checkbox"/>	Silversmithing <input type="checkbox"/>	Design <input type="checkbox"/>	Other (please specify)
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FOR HALLMARKING WHICH IS MOST IMPORTANT?

Price <input type="checkbox"/>	Turnaround <input type="checkbox"/>	Quality of mark <input type="checkbox"/>	Customer service <input type="checkbox"/>
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WHAT ITEMS OF JEWELLERY DO YOU PRODUCE?

Rings <input type="checkbox"/>	Earrings <input type="checkbox"/>	Pendants <input type="checkbox"/>	Chains <input type="checkbox"/>
Bracelets <input type="checkbox"/>	Watches <input type="checkbox"/>	Cufflinks <input type="checkbox"/>	Other (please specify)

WHAT ITEMS OF SILVERWARE DO YOU PRODUCE?

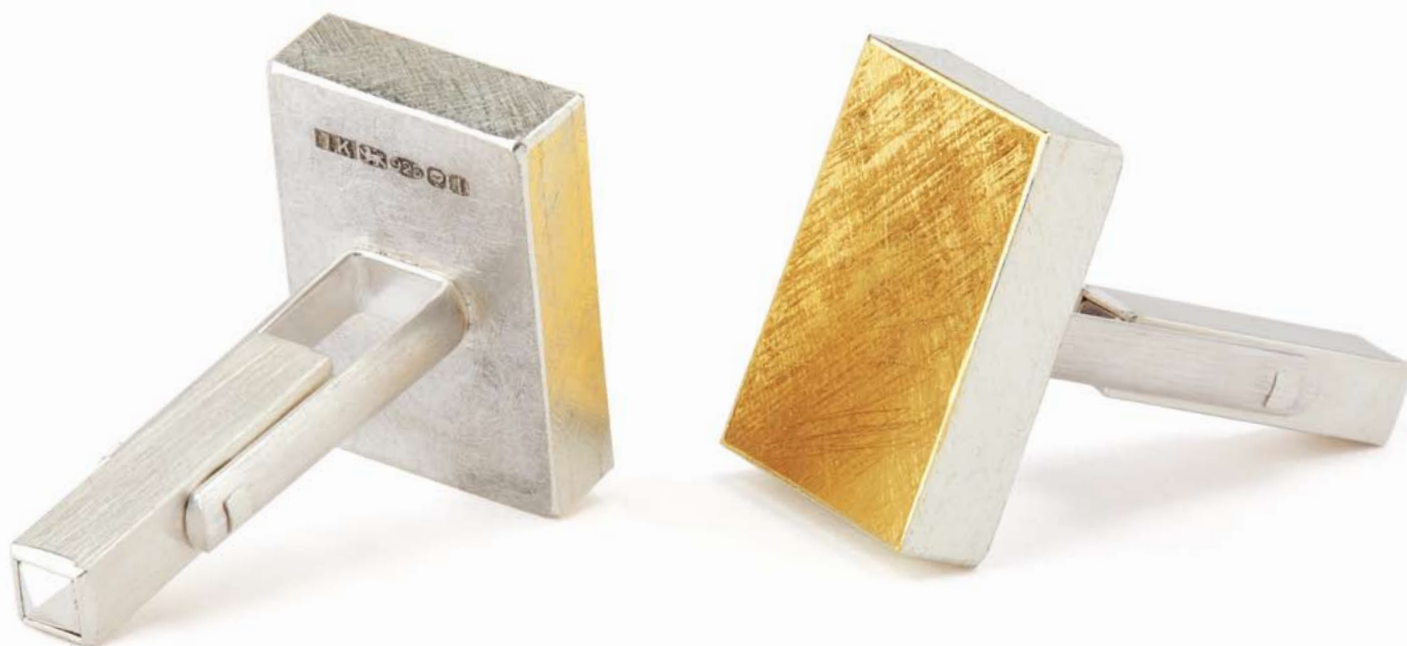
Frames <input type="checkbox"/>	Napkin rings <input type="checkbox"/>	Cutlery <input type="checkbox"/>	Small holloware <input type="checkbox"/>
Large holloware <input type="checkbox"/>	Sculptures <input type="checkbox"/>	Other (please specify)	

WHEN DOES YOUR COURSE FINISH?

Day: _____	Month: _____	Year: _____
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WHAT DO YOU INTEND TO DO WHEN YOU FINISH COLLEGE?

Self employed <input type="checkbox"/>	Seek employment in trade <input type="checkbox"/>	Hobby only <input type="checkbox"/>	Other (please specify)
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What to do next

Complete the form and return together with payment and proof of student status to The Registration Officer at the Goldsmiths' Company Assay Office.

Following completion of registration, you will be sent a starter pack which contains hallnotes and further guidance on hallmarking.

Come and visit us

A tour of the Goldsmiths' Company Assay Office will be offered to all new registrants. Please contact us to arrange your visit.

For further information contact:

The Goldsmiths' Company Assay Office
Goldsmiths' Hall
Gutter Lane
London
EC2V 8AQ

T: 020 7606 8971

F: 020 7814 9353

info@assayofficelondon.co.uk

www.assayofficelondon.co.uk

Please refer to our Full Terms & Conditions which can be downloaded from our website at:
www.assayofficelondon.co.uk

