Hallnote

Goldsmiths' Hall, Gutter Lane, London EC2V 8AQ
e: customerservice@assayofficelondon.co.uk
w: www.assayofficelondon.co.uk

The GOLDSMITHS' Company

ASSAY OFFICE

Please write in BLOCK CAPITALS using a ball point pen - complete in full. **Incomplete or incorrectly filled out Hallnotes will delay packets & may incur further charges.** A Hallnote should be used for one metal, sponsor's mark, marking method, & fineness only. Hallmarking, non-hallmarking, laser & struck items should be submitted separately. Alternatively, you can **submit a Hallnote online**. By submitting a paper Hallnote you agree to a surcharge.

01 Your Details

Invoice to:			
Address:			
		Postcode:	
Account No:		Your Ref:	
Contact Name:		Email:	
Tel :		Mobile:	

02 Service Level Required

1 Hour Service up to 5 items ready in within 1 hour	☐
Next Day Service **(Early Hall)** – ready by end of the next working day; **Hall** maximum 30 items, **Greville St maximum 10 items**	☐
Standard Service No guaranteed turnaround; No limit on amounts. **Unavailable at Greville Street**	☐

Packets for striking must be submitted where your punch is held. Packets over 30 items, second-hand items, valuations and lab services must be submitted to Goldsmith's Hall.

Coronation Mark

03 Job Details

Sponsor	Initials	Name	
		Mark (to be struck by Assay Office)	☐ YES ☐ NO

Metal & Fineness (Tick one)

- **Gold** ☐☐☐☐☐☐ — 375 585 750 916 990 999
- **Silver** ☐☐☐☐ — 800 925 958 999
- **Platinum** ☐☐☐☐ — 850 900 950 999
- **Palladium** ☐☐☐ — 500 950 999
- **Mixed Metal Present?** State Metals

Mark Method

- ☐ **Struck Mark**
- ☐ **Laser Mark**

If **Laser**, please select 2D or 3D

- ☐ **2D (Outline)**
- ☐ **3D (Filled)**

Apply Part Mark?

☐ Yes ☐ No

Select Hallmark Type (Tick one) — **Plus Coronation Mark** (Tick one)

☐	Traditional UK Hallmark (LAO 925 Y)	☐
☐	Minimum UK Hallmark (LAO 925)	☐
☐	Convention Hallmark (LAO 925)	☐
☐	Traditional UK + CCM Hallmark (LAO 925 Y)	☐

Special Request Box (use **Special Request Sheet** for further detail)

- ☐ Special Request Sheet added
- ☐ Logo or Engraving required (please use **Laser Engraving Form** to specify)
- ☐ 2nd Hand — **Unavailable at Greville Street**

QTY	Description (Do not use code numbers alone)	Display Mark?	Weight (G)
0	Total		

04 Return Method

Return to:		**Return Method**	**Post Return Special Delivery** Compensation Level	
Address:*		☐ Post Return ▶	☐	£500.00
		☐ Courier	☐	£1,000.00
*If different to Invoice Address	Postcode:	☐ Collect	☐	£2,500.00

By submitting this packet you agree to be bound by our **terms and conditions**, copies of which can be downloaded from our website (www.assayofficelondon.co.uk)

The above mentioned articles were made in (Name of country)											
☐ I/We have the Sponsor's permission to use his/her Registered Mark											
Authorised Signatory	On behalf of		Date	D	D	M	M	Y	Y		

Assay Office Use Only

PIN	
SAMPLED	
MARKED	
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