THE GOLDSMITHS' COMPANY
ASSAY OFFICE
LONDON
YOUR CENTRE FOR EXCELLENCE

HALLNOTE

THE GOLDSMITHS' COMPANY
ASSAY OFFICE LONDON
Goldsmiths' Hall, Gutter Lane, London EC2V 8AQ
T: 020 7606 8971 F: 020 7814 9353
E: info@assayofficelondon.co.uk www.thegoldsmiths.co.uk

Packet No:

Please ensure that you enclose two copies of the completed hallnote in each packet

PLEASE WRITE IN BLOCK CAPITALS USING A BALL POINT PEN – COMPLETE IN FULL

Invoice to:				Return to:	
Address:				Address:	
Postcode:				Postcode:	
Account No.:		Your Ref:		Cash/Chq Enclosed:	£
Contact Name:		Tel No:		Email:	

Method of return: (items will be returned as received unless otherwise specified)		Collect:		Carrier:	
Special Delivery Compensation Level: (please tick box)		£1,000		£2,500	
Sponsor's Mark Required: (name as registered)					
Initials on Registered Punch:		Sponsor's Mark **NOT** struck: (please tick box) (to be struck by the Assay Office)			

Please tick one box only

GOLD		SILVER		PLATINUM	
999		999		999	
990		958 Britannia		950	
916 (22ct)		925 Sterling		900	
750 (18ct)		800		850	
585 (14ct)		MIXED METALS			
375 (9ct)					

Please tick as required

Traditional UK marks	
International Convention marks	
UK plus Common Control mark	
EARLY HALL SERVICE	
SAME DAY SERVICE	

PLEASE STATE CLEARLY IN THE DESCRIPTION BELOW IF ARTICLES ARE NOT OF NEW MANUFACTURE i.e. PERSONAL PROPERTY OF YOURSELF OR A CUSTOMER

DESCRIPTION OF ARTICLES (Please do not use code numbers alone)	WEIGHT	No. of Articles
TOTALS		

Assay Office Use Only

Sponsor's Marking		
Early Hall		
Handling Charge		
Hall Notes		
Sampled		
Marked Hand		
Marked Press		
Marked Laser		
	g	
	g	
	g	

SPECIAL REQUESTS (MARKING, SAMPLING)
PLEASE NOTE THAT INSTRUCTIONS WILL BE TAKEN FROM HERE ONLY

Traditional marks will be applied unless otherwise requested
Assay Office London reserves the right to mark as appropriate

ATTENTION IS DRAWN TO THE CONDITIONS PRINTED ON THE INSIDE OF THE COVER ATTACHED HERETO. THESE CONDITIONS CONTAIN EXEMPTIONS FROM LIABILITY AND CONSIGNORS ARE ADVISED TO ARRANGE ANY INSURANCE REQUIRED.

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 .....