



Please write in **BLOCK CAPITALS** using a ball point pen - complete in full. **Incomplete Hallnotes will delay packets.** This Hallnote should be used for one metal, marking method, and fineness only. Hallmarking, non-hallmarking, laser and struck items should be submitted separately. Alternatively, you can submit a Hallnote online.

### 01 Your Details

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

### 02 Service Level Required

<b>1 Hour Service</b> up to 5 items ready in within 1 hour	<input type="checkbox"/>
<b>Same Day Service</b> Up to 10 items ready the Same Day; in by 12.00 ready by 16.30	<input type="checkbox"/>
<b>Next Day Service</b> (Early Hall) - ready for 16.30 the next working day; Hall maximum 30 items, Greville St maximum 10 items	<input type="checkbox"/>
<b>Standard Service</b> No guaranteed turnaround but typically 3-5 days; Hall no upper item limit, Greville Street maximum 10 items	<input type="checkbox"/>

Delays could occur to your turnaround time if your sponsors punch is not held at the site where packet is submitted or if there is any laser engraving on the items. Larger packets may be transferred from Greville Street to the Hall.

### 03 Job Details

Sponsor	Initials	Name	Mark (to be struck by Assay Office)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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<b>Metal &amp; Fineness</b> (Tick one)	
Gold	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	375 585 750 916 990 999
Silver	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	800 925 958 999
Platinum	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	850 900 950 999
Palladium	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	500 950 999
Mixed Metal Present? State Metals	

<b>Mark Method</b>	
<input type="checkbox"/>	Struck Mark
<input type="checkbox"/>	Laser Mark
If Laser, please select 2D or 3D	
<input type="checkbox"/>	2D (Outline)
<input type="checkbox"/>	3D (Filled)
<b>Apply Part Mark?</b>	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

<b>Select Hallmark Type</b> (Tick one)		
<input type="checkbox"/>	Traditional UK Hallmark	LAO  925
<input type="checkbox"/>	Minimum UK Hallmark	LAO 925
<input type="checkbox"/>	Convention Hallmark	LAO  925
<input type="checkbox"/>	Traditional UK + CCM Hallmark	LAO  925
<b>Special Request Box</b> (use Special Request Sheet for further detail)		
<input type="checkbox"/>	Special Request Sheet added	<input type="checkbox"/> 2nd Hand
<input type="checkbox"/>	Logo or Engraving required (please use Laser Engraving Form to specify)	

QTY	Description (Do not use code numbers alone)	Display Mark?	Weight (G)
	<b>Total</b>		

### 04 Return Method

Return to:		<b>Return Method</b>	<b>Post Return Special Delivery</b> Compensation Level	<b>Assay Office Use Only</b>
Address:*		<input type="checkbox"/> Post Return ▶	£500.00	
		<input type="checkbox"/> Courier	£1,000.00	
		<input type="checkbox"/> Collect	£2,500.00	
*If different to Invoice Address	Postcode:			

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](http://www.assayofficelondon.co.uk))

The above mentioned articles were made in (Name of country)		
<input type="checkbox"/>	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

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