



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	<input type="checkbox"/>
Same Day Service Up to 10 items ready the Same Day; in by 12.00 ready by 16.30	<input type="checkbox"/>
Next Day Service (Early Hall)- ready for 16.30 the next working day; Hall maximum 30 items, Greville St maximum 10 items	<input type="checkbox"/>
Standard Service No guaranteed turnaround but typically 3-5 days; No limit on amounts. Unavailable at Greville St.	<input type="checkbox"/>

Packets for striking must be submitted where your punch is held. Packets over 10 items, second-hand items valuations and lab services must be submitted to Goldsmith's Hall.

03 Job Details

Sponsor	Initials	Name
		Mark (to be struck by Assay Office) <input type="checkbox"/> YES <input type="checkbox"/> NO

Metal & Fineness (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"/> <input type="checkbox"/> <input type="checkbox"/> 800 925 958 999
Platinum	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 850 900 950 999
Palladium	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 500 950 999
Mixed Metal Present? State Metals <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Select Hallmark Type (Tick one)		
<input type="checkbox"/>	Traditional UK Hallmark	
<input type="checkbox"/>	Minimum UK Hallmark	
<input type="checkbox"/>	Convention Hallmark	
<input type="checkbox"/>	Traditional UK + CCM Hallmark	
Special Request Box (use Special Request Sheet for further detail)		
<input type="checkbox"/>	Special Request Sheet added	<input type="checkbox"/> 2nd Hand (Unavailable at Greville St)
<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)
	Total		

04 Return Method

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