



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

<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; 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

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

<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"/> <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	

<b>Mark Method</b> (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)
<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	
<input type="checkbox"/>	Minimum UK Hallmark	
<input type="checkbox"/>	Convention Hallmark	
<input type="checkbox"/>	Traditional UK + CCM Hallmark	
<b>Special Request Box</b> (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)
<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:			<b>PIN</b>
By submitting this packet you agree to be bound by our <b>terms and conditions</b> , copies of which can be downloaded from our website (www.assayofficelondon.co.uk)				<b>SAMPLED</b>
				<b>MARKED</b>
				g
The above mentioned articles were made in (Name of country)				g
<input type="checkbox"/> I/We have the Sponsor's permission to use his/her Registered Mark				g
Authorised Signatory	On behalf of	Date	D D M M Y Y	g