Hallnote

Goldsmiths' Hall, Gutter Lane, London EC2V 8AQ
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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 but typically 3 - 5 days; 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.

Until the end of 2021, it can be applied to any hallmark without a date letter. Throughout all of 2022 the commemorative component mark can be applied along with the new year date letter.

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 Jubilee Mark** (Tick one)

☐	Traditional UK Hallmark	☐
☐	Minimum UK Hallmark	☐
☐	Convention Hallmark	☐
☐	Traditional UK + CCM Hallmark	☐

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

☐	Special Request Sheet added	☐ 2nd Hand
☐	Logo or Engraving required (please use **Laser Engraving Form** to specify)	**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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