



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"/>
Next Day Service (Early Hall) – ready by end of the next working day; Hall maximum 30 items, Greville St maximum 10 items	<input type="checkbox"/>
Standard Service No guaranteed turnaround; No limit on amounts. Unavailable at Greville Street	<input type="checkbox"/>

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.

	Coronation Mark
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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"/> <small>375 585 750 916 990 999</small> Silver <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <small>800 925 958 999</small> Platinum <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <small>850 900 950 999</small> Palladium <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <small>500 950 999</small> Mixed Metal Present? State Metals <input type="checkbox"/> Yes <input type="checkbox"/> No	Mark Method <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) 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"/> Logo or Engraving required (please use Laser Engraving Form to specify)	Plus Coronation Mark (Tick one) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2nd Hand Unavailable at Greville Street
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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:*			
*If different to Invoice Address	<input type="checkbox"/> Post Return ▶ <input type="checkbox"/> £500.00 <input type="checkbox"/> Courier <input type="checkbox"/> £1,000.00 <input type="checkbox"/> Collect <input type="checkbox"/> £2,500.00	PIN SAMPLED MARKED	
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)			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	g
			g