




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) Must state at counter/outmost of packaging- ready by end of the next working day; Hal max. 30 items, Greville St max. 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 ten items, second-hand items, valuations and lab services must be submitted to Goldsmith's Hall.	
	Coronation Mark

03 Job Details

Sponsor	Initials	Name
		Mark (to be applied 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	

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)		Plus Coronation Mark (Tick one)	
<input type="checkbox"/>	Traditional UK Hallmark		<input type="checkbox"/>
<input type="checkbox"/>	Minimum UK Hallmark		<input type="checkbox"/>
<input type="checkbox"/>	Convention Hallmark		<input type="checkbox"/>
<input type="checkbox"/>	Traditional UK + CCM Hallmark		<input type="checkbox"/>
Special Request Box (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)	Unavailable at Greville Street	

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 ▶	£750.00	
		<input type="checkbox"/> Courier	£1000.00	
		<input type="checkbox"/> Collect	£2500.00	
*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)

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

PIN	
SAMPLED	
MARKED	
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