



HOW TO COMPLETE AN ASSAY NOTE

This document is intended as a guide to help you to complete an Assay Note in order to provide us with the information we need to process your work.

For your guidance, an example of an Assay Note is shown below where sections have been given a reference letter which tie up with a brief explanation in the quick reference guide below.

If you have any queries please contact registration@theassayoffice.co.uk

Type of work to be submitted

- A. Tick the box to indicate if it is hallmarking or non-hallmarking work.
Please note Hallmarking, Stamping/Laser & Non-Hallmarking items should be on a separate Assay Note.

Your details

- B. Enter the details of the company/person **to be invoiced**.

Service level required

- C. Tick the box for which service level you require.

Job details

- D. Indicate the alloy standard. Please use one Assay Note for each alloy.
For mixed metal, please state the metals in the box provided.
- E. Enter the Sponsors Mark to be struck on items.
- F. Enter the name of the Sponsor.
- G. Indicate if Sponsors Mark is to be applied by the Assay Office.
- H. Indicate if products are imported or second hand.
- I. Indicate if you require any of the optional marks.
- J. Indicate here if you have any specific instructions.
- K. Tick if you have included a separate sheet with more instructions.
- L. Tick the box if you have sent dies or marking tools.
- M. Enter the quantity of items for marking.
- N. Give a simple description of the items i.e. ring, chain, bangles etc.
Please note that product codes, pattern number etc. are not acceptable.
- O. Enter the weight of each line and the total weight of the parcel.

Return Method

- P. Enter the address details where the items are **to be returned to**.
- Q. Indicate how you want your items to be returned.
For Royal Mail Special Delivery, please tick compensation amount required.

Payment Method

- R. Indicate which payment method you want to use.

Signature and Date

- S. Tick the box to confirm that you accept the terms and conditions of sale.
- T. Enter the date submitted.
- U. The signature of a person you have informed us is authorised to sign your Assay Note.

