

ANCHORCERT GEM LAB SUBMISSION FORM



AnchorCert Gem Lab
1 Moreton Street, Birmingham B1 3AX
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E: gem@theassayoffice.co.uk
anchorcertgemlab.com

SERVICE LEVEL REQUIRED

ACG

N.B. ONLY AVAILABLE FOR COLOURLESS DIAMONDS & TANZANITES

SAME DAY SERVICE
100% ADDITIONAL CHARGES
Items received by 9.30am ready
3:30pm same day

NEXT DAY SERVICE
50% ADDITIONAL CHARGES
Items received by 9.30am
ready 3:30pm the following day

ALL SERVICES

STANDARD SERVICE
Standard lead time and
charges apply.

Please complete clearly and provide all relevant information to avoid delays in processing your order.

YOUR DETAILS Invoice To _____ Account Ref if known (Trade) _____ Address _____ Postcode _____ Contact Name _____ Tel _____ Email _____ Your Ref /PO Ref _____	RETURN DELIVERY METHOD COLLECTION <input type="checkbox"/> ROYAL MAIL <input type="checkbox"/> G4S <input type="checkbox"/> SPECIAL DELIVERY OTHER <input type="checkbox"/> please state _____ ROYAL MAIL SPECIAL DELIVERY COMPENSATION £750 <input type="checkbox"/> £1000 <input type="checkbox"/> £2500 <input type="checkbox"/> If left blank, amount will be taken as £2500	PAYMENT METHOD CREDIT ACCOUNT <input type="checkbox"/> Account forms must be submitted and pre-approved by the Finance Dept. CREDIT/DEBITCARD <input type="checkbox"/> Use card on file <input type="checkbox"/> Call for card details <input type="checkbox"/> BANK TRANSFER <input type="checkbox"/> Birmingham Assay Office Sort Code 40-11-18 Acc. No. 00401900
DELIVERY ADDRESS If different to invoice address Return to _____ Address _____ _____ Postcode _____ Contact Name _____		

JOB DETAILS: (Please indicate quantity and service required for each stone/item submitted).

COLOURLESS DIAMONDS (LOOSE OR MOUNTED OPTIONS AS BELOW) - DIAMOND MELEE SCREENING AVAILABLE						
QTY	REF/DESCRIPTION CARAT WEIGHT	MINI REPORT (LOOSE OR MOUNTED)	FULL A4 REPORT WITH FACET DIAGRAM (LOOSE ONLY)	FULL A5 REPORT NO FACET DIAGRAM (LOOSE ONLY)	DIAMOND SET JEWELLERY TWO PAGE A5 REPORT	LASER INSCRIPTION (LOOSE ONLY)
DIAMOND TYPE VERIFICATION		VERBAL	A4 WRITTEN REPORT			

COLOURED DIAMONDS <small>- FRACTURE FILLED DIAMONDS CANNOT BE AUTHENTICATED FOR COLOUR ORIGIN. - ID - NATURAL OR SYNTHETIC DIAMOND. (LOOSE OR MOUNTED IF SETTING PERMITS) - COLOUR - NATURAL OR TREATED.</small>					LABORATORY GROWN DIAMONDS - COLOUR - AS GROWN OR TREATED. (LOOSE OR MOUNTED IF SETTING PERMITS)				
QTY	REF/DESCRIPTION CARAT WEIGHT	COLOUR ORIGIN + COLOUR GRADE ONLY (LOOSE OR MOUNTED)	FULL A4 REPORT WITH FACET DIAGRAM (LOOSE ONLY)	LASER INSCRIPTION (LOOSE ONLY)	QTY	REFERENCE/DESCRIPTION	MINI REPORT (LOOSE OR MOUNTED)	FULL A5 REPORT NO FACET DIAGRAM (LOOSE ONLY)	LASER INSCRIPTION (LOOSE ONLY)

GEMSTONES (LOOSE OR MOUNTED)							
QTY	REF/DESCRIPTION CARAT WEIGHT	GEM ID VERBAL	GEM ID MINI REPORT	GEM ID + TREATMENT DESCRIPTION (VERBAL)	GEM ID + TREATMENT, COUNTRY ORIGIN (RUBY, SAPPHIRE, EMERALD ONLY) TWO PAGE FOLD REPORT	GEMSTONE/ GEMSTONE & DIAMOND SET JEWELLERY TWO PAGE FOLD REPORT	

TANZANITES (LOOSE OR MOUNTED)					PEARLS				
QTY	REF/DESCRIPTION CARAT WEIGHT	MINI REPORT	TWO PAGE FOLD A5 REPORT	TANZANITE/ TANZANITE & DIAMOND JEWELLERY TWO PAGE FOLD REPORT	QTY	REF/DESCRIPTION	SINGLE OR STRAND (S)		
							PEARL IDENTIFICATION (VERBAL)	TWO PAGE FOLD PEARL IDENTIFICATION REPORT INCLUDING VERBAL	TWO PAGE FOLD PEARL & DIAMOND JEWELLERY REPORT

TOTAL ITEMS SENT	COMMENTS/FURTHER INSTRUCTIONS OR LASER INSCRIPTION DETAILS

I agree that any description(s) of the property submitted is based on provisional assessment and that Birmingham Assay Office is not bound by any description, which proves after inspection to be different from those detailed above.

I accept the terms and conditions of business for the provision of gemmological services. Full terms and conditions can be found at www.theassayoffice.co.uk

CUSTOMER SIGNATURE: _____ PRINT: _____ DATE: _____

RECEIVED BY ANCHORCERT REPRESENTATIVE: _____ PRINT: _____ DATE: _____ TIME RECEIVED: _____