

ADDITIONAL SERVICES

This section includes laser engraving and a range of additional services that fall outside our statutory obligations.

Additional Marks

Convention as an addition to UK hallmarks	14p
Other marks, trade marks, part marks etc.	minimum 35p
Application of metal marks	minimum 35p
Diamond Jubilee mark – marks up to 1.55 mm	60p
Fairtrade/Fairmined mark	50p

Re- Struck Marks

To re-strike a hallmak that has been partially removed during finishing	50% of statutory charge.
---	--------------------------

Laser Engraving	Price list and quotations on request.
Any additional artwork and design charges are available on request	

Laboratory Services	Price list and quotations on request.
Nickel content	
Toxicity	
Plating wear test	
Tarnish testing	
Sulphus agent test	
Packaging testing	
Plating thickness determination	

Assay Reports	
Gold	£20.00
Silver	£20.00
Platinum	£30.00

Sundry Charges

Admin and Processing Charge

Receiving parcels direct from airports/abroad or when hallnote is not present	
up to 25 articles	£4.00
26 to 50 articles	£6.00
over 50 articles	£12.00

The Assay Office reserves the right to apply supplementary charges when parcels necessitate additional administrative input by Assay Office staff.

Packing of Post Parcels

Exceeding minimum charge	each parcel	£2.60
Packing of minimum charge post parcels	each parcel	60p

Carriage Charges

Courier, post, special delivery etc. will be recharged

Additional Handling

If your goods require to be removed from individual packaging prior to hallmarking you will be charged an additional rate. Examples include:

Individually bagged or wrapped articles	additional	17p each
Individual articles with multiple layers of packaging	additional	22p each

TERMS AND CONDITIONS OF TRADING

- Interpretation
 - In these conditions:-
 - "Article" means [Any object or material submitted for testing, hallmarking, opinion or engraving]
 - "Assay Office" means [The Assay Office Scotland whose principal place of business is at Goldsmiths Hall, 24 Broughton Street, Edinburgh EH1 3RH]; and
 - "Consignor" means [any person who or on behalf of whom Articles are delivered, sent or consigned for receipt with the Assay Office].
 - Application of the Conditions
 - These Conditions apply in respect of all Articles received by or on behalf of the Assay Office from the Consignor (and without limitation shall prevail over any contrary terms of the Consignor) and no variation to these conditions shall be binding unless agreed in writing between the authorized representative of the Consignor and the Assay Office, save that the Assay Office may amend these conditions from time to time on giving at least four weeks prior written notice to the Consignor.
 - Any person consigning delivery or sending Articles to the Assay Office shall be deemed to have the required authority of any person having an interest in the Articles to so deliver, send or consign them and request the provision of services by the Assay Office in respect of them and to bind all such parties to these Conditions; the Consignor shall indemnify the Assay Office against any loss it may incur as a result of any want of authority on the part of the Consignor.
 - Submission of Articles
 - All parts of an Article must be submitted to the Assay Office and all metal parts are liable to sampling and marking.
 - The Assay Office shall incur no liability in respect of any damage caused to any Article in the reasonable exercise or (as the case may be) discharge of any of the powers and the duties conferred upon the Assay Office by the Hallmarking Act 1973, or by any other Statute for the time being in force.
 - Any precious or semi-precious stone attached to or forming part of any Article received by the Assay Office shall be at the sole risk of the Consignor and the Assay Office shall, in no circumstances, be liable for any loss of or damage to the same howsoever caused.
 - Terms of payment
 - The Consignor shall pay the price of the Articles (less any discount to which the Consignor is entitled, but without any other deduction) within the period as stated in the Assay Office's acceptance and where not otherwise clearly stipulated within 30 days of the date of the Assay Office's invoice, and the Assay Office shall be entitled to recover the price, notwithstanding that delivery may not have taken place (unless such non-delivery is the fault of the Assay Office). The time of payment of the price shall be of the essence. Receipts for payment will be issued only upon request.
 - If the Consignor fails to make any payment on the due date then, without prejudice to any other right or remedy available to the Assay Office, the Assay Office shall be entitled to, in accordance with the terms of the Late Payment of Commercial Debts (Interest) Act 1998, charge the Customer interest (both before and after decree) on the amount unpaid on all of the Consignor's debts, at the rate of 4% per annum above Bank of Scotland base rate from time to time, until payment in full is made.
 - Delivery
 - Delivery of the Articles shall be made by the Consignor collecting the Articles at the Assay Office's premises at any time after the Assay Office has notified the Consignor that the Articles are ready for collection or, if some other place for delivery is agreed by the Assay Office, by the Assay Office delivering the Articles to that place.
 - Any dates quoted for delivery of the Articles are approximate only and the Assay Office shall not be liable for any delay in delivery however caused. Time for delivery shall not be of the essence unless previously agreed by the Assay Office in writing. The Articles may be delivered by the Assay Office in advance of the quoted delivery date upon giving reasonable notice to the Consignor.
 - Risk and property
 - Risk of damage to or loss of the Articles shall pass to the Consignor:
 - in the case of Articles to be delivered at the Assay Office's premises, at the time when the Assay Office notifies the Consignor that the Articles are available for collection; or
 - in the case of Articles to be delivered otherwise than at the Assay Office's premises, at the time of delivery or, if the Consignor wrongly fails to take delivery of the goods, the time when the Assay Office has tendered delivery of the goods.
 - Notwithstanding delivery and the passing of risk in the Article or Articles, the Assay Office shall have a special and general lien over any Article or Articles in its possession and may retain any Article or Articles received by it or on behalf of the Assay Office until payment of any charge due by the Consignor to the Assay Office is outstanding.
 - Warranties and liability
 - The Assay Office shall, in no circumstances, be under any liability to the Consignor in respect of any loss of or

damage to the Article while the Article is in the course of carriage to or from the Assay Office unless such loss or damage is shown to have been directly caused by theft or other dishonesty on the part of the employees (but not independent contractors) of the Assay Office (unless otherwise agreed in writing).

- Subject as aforesaid, the Assay Office accepts liability to the Consignor in respect of loss or damage to an article while in the actual custody of the Assay Office where such loss or damage is caused directly by the wilful default or negligence of the Assay Office or of its employees (but not independent contractors) whilst acting in the course of their employment by the Assay Office.
- Notwithstanding anything herein contained any liability of the Assay Office shall be limited to the unwrought value by weight of the metal comprised in the Article. The Assay Office shall, in no circumstances, be liable for any consequential or other loss or damage resulting from loss of or damage to the Article.
- Any claim by the Consignor which (a) is based on any defect in the quality or condition of the Articles or their failure to correspond with the specification or (b) arises from shortages or damages in transit shall (whether or not delivery is refused by the Consignor) be notified in writing to the Assay Office and (in the case of (b) above) the carrier within 14 days from the date of the invoice. Claims for non-delivery must be notified to the Assay Office and the carrier in writing within 14 days of being notified of despatch. If delivery is not refused, and the Consignor does not notify the Assay Office accordingly, the Consignor shall not be entitled to reject the Articles and the Assay Office shall have no liability for such defect or failure, and the Consignor shall be bound to pay the price as if the Articles had been delivered in accordance with the contract.
- The Consignor
 - The Consignor shall be responsible for ensuring that each Article is insured for the full replacement value thereof under a Policy of Insurance against loss or damage by accident, fire and theft and against any risk not accepted by the Assay Office hereunder. In particular, the Consignor should ensure that such Policy extends to the Article while in the custody of the Assay Office, its employees and independent contractors and covers any additional value in excess of that referred to in Condition 7.3 above and any other consequential loss or damage resulting from loss of or damage to the Article.
 - Save where the Consignor does not make or hold himself out as making his contract with the Assay Office in the course of the business (as defined under the Unfair Contract Terms Act, 1977) the Consignor shall indemnify the Assay Office against all and any liability, costs or expenses in excess of the liability of the Assay Office to the Consignor hereunder, which shall or may be incurred by the Assay Office by reason of any claim, action or legal proceedings brought against the Assay Office or its employees by the owner of the Article or by any person having a legal or other interest in the Article whether such claim, action or legal proceedings arise from or as a result of negligence of the Assay Office, its employees or otherwise.
 - Every right, exemption, defence and immunity of whatsoever nature applicable to the Assay Office or to which the Assay Office is entitled hereunder shall also be available to and shall extend to protect every employee of the Assay Office in the course of or in connection with their employment and for the purpose hereof the Assay Office is or shall be deemed to be acting as Agent on behalf of and for the benefit of all persons who are or shall be its employees from time to time and all such persons shall to this extent be or be deemed to be parties to the Contract contained in these Conditions or of which these Conditions form part.
- General
 - Nothing herein contained shall affect any right of compensation specifically conferred by any Statute for the time being in force.
 - If any provision of these conditions is held by any competent authority to be invalid or unenforceable in whole or in part the validity of the other provisions of these conditions and the remainder of the provision in question shall not be affected.
 - No waiver by the Assay Office of any breach of the Conditions by the Consignor shall be considered as a waiver of any subsequent breach of the same or any other provision.
 - The Conditions shall be governed by the laws of Scotland, and the Consignor agrees to submit to the non-exclusive jurisdiction of the Scottish courts.



EDINBURGH ASSAY OFFICE

LIST OF CHARGES

1 July 2011 to 30 June 2012

Goldsmiths Hall, 24 Broughton Street, Edinburgh EH1 3RH

Tel: 0131 5561144 Fax: 0131 5561177

Email: admin@assay-office.co.uk

Web: www.edinburghassayoffice.co.uk

V.A.T. Number 269 9355 00





EDINBURGH ASSAY OFFICE

LIST OF CHARGES 1 July 2011 to 30 June 2012

Our Website

www.edinburghassayoffice.co.uk
Our website offers our customers a printable download of our hallnote and terms and conditions.

Alternatively you can apply to use our interactive online service via the website. The service allows you to complete a web form hallnote which you can print off for submission with your goods. The printed hallnote will include a unique tracking code which you can use to track your goods through the process via our interactive live tracking system. The service also allows you to view older transactions and reprint copy invoices. The system will show you when your order has been received by the Assay Office as well as notifying you by email when the goods have been completed and dispatched.

Frequently Asked Questions

What is the minimum charge?

The minimum charge is the basic cost of processing any parcel regardless of quantities. Before any item can be hallmarked it must be checked, booked onto our system, sampled and tested. The minimum charge covers the cost of these basic processes. Any additional services and where the Assay Office applies the sponsors mark will be charged in addition to the minimum charge.

Should I fill in a separate hallnote for each metal type?

Yes, every different metal standard i.e. 9ct, 18ct, 925 silver requires to be sampled, tested and marked separately. For this reason they must be submitted on a separate hallnote. Articles for laser marking should also be submitted on a separate hallnote.

Why do I have two minimum charges for hallnotes that have been split by the Assay Office?

If a hallnote has been split by the Assay Office some of the items on the hallnote cannot be marked by traditional methods, ie. the items are hollow, delicate or due to customer requirements. These items will need to be marked by laser and a separate hallnote will be completed on your behalf by the Assay Office. This sometimes means that you will be charged two minimum charges one for the traditional hallmarking of the goods and an additional minimum charge to cover the articles which are being laser marked.

The application of a laser mark is at the sole discretion of the Assay Office

If my goods fail assay will I still have to pay?

Yes, you will have the choice of marking the goods down to the next available standard or have them returned unmarked. Regardless of your choice, you will be charged as if the goods had passed. All consignments are tested at least three times before a decision to fail is made.

When would I use the Convention mark ?



The convention mark is applied if you require to export your products to countries that are signatories to the International Convention. For a current list of these countries please contact the Assay Office.

Submitting mixed metal articles

- Mixed metal articles are articles consisting of precious metal and base metal and/or articles consisting of more than one precious metal.
- We consider the application of the word METAL or the name of the metal (base metal, stainless steel, titanium etc) on the base metal part/s to be the responsibility of the Sponsor.
- In the case where there is more than one base metal part and they are the same colour, only one part needs to be marked METAL.
- The Assay Office will apply an additional charge for applying marks to base metal parts if they are not present when submitted for hallmarking.
- Please note that in the case that the Assay Office are required to apply the word METAL to the base metal part(s) this will take longer than the standard hallmarking process.

Second Hand

Second hand items are any items which have previously been sold at retail in the UK or overseas or are of unknown origin. All items submitted by members of the public will be treated as second hand. Second hand items must be submitted on a separate Hallnote.

STATUTORY HALLMARKING

This is our basic hallmarking service allowing our customers to comply with current hallmarking legislation. The hallmarks applied are of a standard layout and are restricted to a maximum size of 1.75mm in height. Convention hallmarks will be charged at the same rate.

Silver	
Gold	
Palladium	
Platinum	
Any article under 100 grams	36p
For every further gram	1p
Minimum statutory hallmarking charge	
Hallnotes containing 1-10 articles	£11.00
Hallnotes containing over 10 articles	£16.00

Laser Hallmarks



Skeletal laser hallmarks, will be charged at the statutory hallmarking charge plus 15p



Solid laser hallmarks, will be charged at the statutory hallmarking charge (up to 1mm in height) plus 18p

To create a graphic of sponsor mark	£20.00
Laser minimum statutory hallmarking charge	
Hallnotes containing 1-10 articles	£11.00
Hallnotes containing over 10 articles	£16.00

Sponsors Mark

Assay Office application of sponsors mark	each	14p
---	------	-----

Mixed Metals



Articles containing more than one precious metal or articles containing precious metal and base metal will be charged at statutory hallmarking charge. plus 36p

If a consignment contains any mixed metal articles then the following minimum charges apply.

Mixed metal minimum statutory hallmarking charge	
Hallnotes containing 1-10 articles	£16.00
Hallnotes containing over 10 articles	£20.00

Second Hand

All second hand goods regardless of metal type	
Prices include VAT and sponsors mark charges	
Minimum charge for 1-2 articles	£15.00
Thereafter for each additional article	£7.20

Attention is drawn to our terms and conditions of trading included on this list of charges. These conditions contain exemptions from liability particularly with regard to transit insurance.

All charges are subject to VAT at 20%

LARGER OR DECORATIVE MARKS

This service allows our customers to specify the size and layout of their hallmark for decorative purposes. The prices quoted are charged in addition to the statutory hallmarking charge.

Large Combination Marks (Applied in one strike)

Gold & Platinum articles.	£2.75
Silver articles weighing less than 100 grams	
Size H (1.75mm) G(2.00mm) F(2.5mm) only	85p
Silver articles weighing more than 100 grams	
Up to 250 grams	£1.45
Up to 500 grams	£2.60
Up to 750 grams	£3.75
Up to 1000 grams	£4.90
Up to 2000 grams	£9.45
Over 2000 grams	Price on application.

Spot Marks (Applied Separately)

Gold & Platinum Articles.	£3.30
---------------------------	-------

Standard Spot Size J (1.25mm) TO Size E (3.0mm)

Silver articles weighing less than 100 grams	£1.45
Silver articles weighing more than 100 grams	
Up to 250 grams	£2.70
Up to 500 grams	£4.65
Up to 750 grams	£6.65
Up to 1000 grams	£8.65
Up to 2000 grams	£16.65
Over 2000 grams	Price on application.

Outsized Spot Size D (3.5mm) TO Size A (6.00mm)

Silver articles weighing less than 100 grams	£2.35
Silver articles weighing more than 100 grams	
Up to 250 grams	£3.55
Up to 500 grams	£5.50
Up to 750 grams	£7.50
Up to 1000 grams	£9.50
Up to 2000 grams	£17.50
Over 2000 grams	Price on application.

If you would like combination/spot marks please complete a special instruction sheet specifying location, layout and preferred size of marks to be applied.

The prices quoted are in addition to the Statutory Hallmarking Charge

Large Laser Hallmarks

Deep relief 3D hallmarks above 1mm in height.
Price list and quotations on request.

All charges are subject to VAT at 20%