



## ASSAY DOCKET GUIDANCE

### Mixed Metals (more than one precious metal)

Enter the quantity of mixed metal articles in section **(D)**, the description in section **(E)**, and the type of mixed metals (eg. Silver/9ct) in sections **(F)**.

**IMPORTANT: Mixed metal articles must be submitted in separate bags clearly labelled, eg. Silver/9ct. ALL mixed metals have to be hallmarked by laser.**

Mixed Metals (more than one precious metal)					
No. of Articles	Description	Fineness	No. of Articles	Description	Fineness
QTY	Rings	(SIL/9ct)	QTY	Chains	(SIL/10ct)
<b>(D)</b>	<b>(E)</b>	<b>(F)</b>	<b>(D)</b>	<b>(E)</b>	<b>(F)</b>

### Multi Metals (precious & base metal)

Enter the quantity of multi metal articles in section **(G)**, the description in section **(H)**, and the type of multi metal (ie. Silver/Copper) in section **(I)**.

**IMPORTANT: Multi metal articles must be submitted in separate bags clearly labelled, eg. Silver/Copper. ALL multi metals have to be hallmarked by laser.**

Multi Metals (precious/base Me)		
No. of Articles	Description	Fineness
<b>(G)</b>	<b>(H)</b>	<b>(I)</b>

### Laser hallmarking

Enter the TOTAL quantity of articles requiring skeletal laser hallmarking in section **(J)** and/or deep laser hallmarking in section **(K)**.

**IMPORTANT: Articles for laser hallmarking must be submitted in separate bags clearly labelled either SKELETAL or DEEP LASER with the appropriate fineness.**

TOTAL LASER HALLMARKS *	
QTY Skeletal	<b>(J)</b>
QTY Deep laser	<b>(K)</b>

### Reports, Express, CCM

Fill out this section if you require a report, express service or CCM marks. Tick the appropriate section.

REPORTS	<input type="checkbox"/>	EXPRESS	<input type="checkbox"/>	CCM	<input type="checkbox"/>
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### Weights

Enter the total weight in grams in section **(L)** for the specific metal/fineness.

	Wt (g)
Platinum 950	
Platinum <input type="checkbox"/>	
Gold 22ct	
Gold 18ct	
Gold 14ct	
Gold 10ct	<b>(L)</b>
Gold 9ct	
Palladium <input type="checkbox"/>	
Silver 999	
Silver 925	
Silver 800	
Silver Plate	

## ASSAY DOCKET GUIDANCE

### Optional and Marker's Marks

Enter the quantity of Date Letters, Spread Marks, Traditional Marks and/or Maker's Marks if require in section **(M)**. Section **(N)** is for office use only.

Date Letter	
Spread Mark	<b>(M)</b>
Traditional Mark	
Maker's Mark	
<b>PARCEL No.</b> (For official use only) <b>(N)</b>	

### Special requests/markings instructions

Use this section to specify any special requests or instructions for marking.

**SPECIAL REQUESTS/MARKING INSTRUCTIONS** (Please note that instructions will be taken from here only)

### EXAMPLE

The Assay Docket below is for a parcel comprising:

925 Silver	Mixed Metals	Multi Metals	9ct Gold	18ct Gold	Platinum 950	Palladium 500
3 x Rings	5 x Pendants (Silver & 9ct) (skeletal laser)	1 x Ring (18ct & steel) (skeletal laser)	5 x Rings	10 x pairs of Er's	10 x Rings (Deep laser)	2 x Rings (Deep laser)
10 x Medals (6 x press marking & 4 x skeletal laser)			10 x Pendants	8 x Chain		
50 x Chains			2 x pairs cufflinks*	3 x Rings		
2 x Photo Frames			*(entered as singles)			

# ASSAY DOCKET GUIDANCE

## ASSAY DOCKET

(Please provide two copies of the completed Assay Docket with each parcel)

Please ensure that you fill in all relevant spaces. The Assay Office will not accept responsibility for misunderstanding arising from omissions.

**PLEASE WRITE IN BLOCK CAPITALS**

Name of Sponsor/Maker's Mark: <b>The Jewellery Shop</b> <small>(All Invoices will be issued to the registered owner)</small>	
Address of Sponsor/Maker's Mark: <b>20 ABC Street, Dublin</b>	
Tel. No: <b>3958741</b>	Sent by (for imported parcels only): <b>N/A</b>
Origin of articles: (Please tick)	Wrought/made in ROI <input checked="" type="checkbox"/> Imported <input type="checkbox"/> Second hand <input type="checkbox"/>
Method of return: (Please tick)	Collect <input type="checkbox"/> Post <input checked="" type="checkbox"/> Courier <input type="checkbox"/>

<b>Account No.</b>  <b>T0060</b>
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Statement to be made in writing by manufacturers, dealers and others sending articles of precious metals to be assayed and hallmarked. Any person making a false statement is liable to prosecution. Statutory Rules and Order No. 254/1935.

Goods are dealt with at "owner risk" and no responsibility from whatever cause arising is accepted in respect thereof.

Signature: *M. Kelly*

Date: *20-Nov-2020*

SILVER			GOLD			PLATINUM				
No. of Articles	Description	Fineness	No. of Articles	Description	Fineness	No. of Articles	Description	Fineness		Wt (g)
	Bracelets			Bracelets		<b>10</b>	Rings	<b>950</b>	Platinum 950	<b>40</b>
	Bangles			Bangles					Platinum <input type="checkbox"/>	
<b>50</b>	Chains	<b>925</b>	<b>8</b>	Chains	<b>750</b>				Gold 22ct	
	Cufflinks		<b>4</b>	Cufflinks	<b>375</b>				Gold 18ct	<b>33</b>
	Earrings		<b>10</b>	Earrings	<b>750</b>				Gold 14ct	
<b>10</b>	Medals	<b>925</b>		Medals		<b>PALLADIUM</b>			Gold 10ct	
	Pendants		<b>10</b>	Pendants	<b>375</b>	<b>2</b>	Rings	<b>500</b>	Gold 9ct	<b>52</b>
<b>3</b>	Rings		<b>5</b>	Rings	<b>375</b>				Palladium <b>500</b>	<b>9</b>
	Plate		<b>3</b>	Rings	<b>750</b>				Silver 999	
<b>2</b>	Photoframes	<b>925</b>				<b>Multi Metals (precious/base Me)</b>			Silver 925	<b>320</b>
						<b>1</b>	Ring	(18ct/steel)	Silver 800	
<b>Mixed Metals (more than one precious metal)</b>									Silver Plate	
<b>5</b>	Pendants	(SIL/9ct)	QTY	Chains	(SIL/10ct)	<b>TOTAL LASER HALLMARKS *</b>			Date Letter	<b>2</b>
QTY	Earrings	(18ct/Pt)	QTY	Pendants	(SIL/14ct)	<b>QTY Skeletal</b>		<b>10</b>	Spread Marks	
						<b>QTY Deep laser</b>		<b>12</b>	Traditional Mark	<b>2</b>

\* Articles must be submitted in separate bags clearly labelled "SKELETAL/DEEP LASER" with the appropriate Fineness.

<b>REPORTS</b>	<input type="checkbox"/>	<b>EXPRESS</b>	<input type="checkbox"/>	<b>CCM</b>	<input type="checkbox"/>
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<b>PARCEL No.</b> <small>(For official use only)</small>
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**SPECIAL REQUESTS/MARKING INSTRUCTIONS** (Please note that instructions will be taken from here only)

**Please apply date letter and traditional mark to photo frames.**

### For official use only:

Actual Count		Reports		Skeletal Laser		<b>Tests:</b>
Not for Marking		Exam. Fee		Deep Laser		
Work marked by	Comments	Makers/Metal/Part		Packing Fee		
		Date Letter		Post		
		Spread Marks		Open (No./Time)		
		Traditional Marks		Rebag (No./Time)		