

Office use only .....Date sent..... VALUATION FOR INSURANCE PURPOSES

INFORMATION ON POSTAL JEWELLERY VALUATION PROCEDURE

**I will need the following information:**

NAME AND ADDRESS for return by post:

NAME AS YOU WISH IT TO APPEAR ON VALUATION CERTIFICATE

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CONTACT TELEPHONE NUMBER (We cannot accept premium rate numbers)

Day.....Evening.....

**CHECK LIST**

- \* If any items were purchased abroad please give details on reverse of form
- \* If any items were purchased from a Shopping Channel or Internet please give details
- \* Due to the possibility of potential damage in the post we do not accept watches
- \*Carefully wrap the item(s) of jewellery in ‘bubble wrap’ or similar and place in ‘jiffy’ type postage envelope. **Do not send in jewellery boxes.** Please do not send chains with pendants.
- \*INCLUDE this form (**one of these forms must accompany each package sent**) and your cheque made payable to ‘Susan Pennington FGA DGA’. **Please ring for a quotation.**
- \*Also include any Certificates, Laboratory Reports or other relevant documents. Originals required not photocopies, these will be returned.
- \*Make sure the package is secure and send by Royal Mail ‘Special Delivery’ with adequate compensation levels and your address is clearly written on the back of the package
- \*When submitting any valuation to any Insurance Company it is wise to ensure that it meets the requirements of your particular Insurance Company. You are advised to ask them to verify in writing if your valuation is suitable for your needs and meets all their individual requirements.
- \*Valuation for Insurance is only for that purpose. It is **not** suitable for people wishing to sell jewellery.
- \*Any relevant information or documents withheld or false information given will make the Valuation null and void. No refund will be given.
- \* I agree that in the event of a dispute, any liabilities whatsoever on the part of the valuer will be limited to the fees paid in respect of the valuation schedule

**DESCRIPTION OF ITEM(S)** enclosed. Including number on ‘Certificate of Authenticity’, or other relevant paperwork, and price paid for article (Disclosure of this price this will not affect your valuation amount in any way, but it is **essential** to disclose this figure to ensure adequate level of compensation, with the Post office for return postage. We **cannot** accept items without this figure) Please note that Post Office compensation levels have a maximum value of £2,500. Therefore we cannot accept articles with a higher total value than £2,500

1.....	Date Purchase.....	Price Paid.....
2.....	Date Purchase.....	Price Paid.....
3.....	Date Purchase.....	Price Paid.....
4.....	Date Purchase.....	Price Paid.....
5.....	Date Purchase.....	Price Paid.....
6.....	Date Purchase.....	Price Paid.....

I accept that the valuer is in no way responsible for any losses or damage that may occur in the post. I also accept that my items will be returned in one package by Royal Mail Special Delivery with a maximum compensation value of £2,500. I have read and fully understand all the above information.

Signature.....Date.....