



# VALUATION CONSIGNMENT AND DECLARATION FORM

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### Please read the following very carefully

#### **Jewellery**

Make a brief note describing each item in the inventory part of this form then place each one in a small plastic bag. Items such as earrings and pendants with light chains count as ONE item and so go together.

Place all the bags in the larger bag with the completed form. There is no need to include this page or the notes regarding data protection – keep these for your reference.

#### **Watches**

If possible, please send your watch in the original box and include all papers, swing tickets, labels, receipts and service invoices where these are available. Since the condition of the box is important make sure to wrap the whole package securely if you intend to post it.

When posting your property be sure to check your insurance for outside and sending risk cover.

The Royal Mail Special Delivery service should be used to send valuable items

Do not include jewellery boxes or cases in the consignment.

If you are coming to the office A receipt will be given to you for your property.

If it is not possible to undertake valuations while you wait in the office you will be invited to return later in the day or to arrange another date to pick up your property, depending on the number of items and the complexity of the work required.

When the items are picked up the reverse process will take place with your items being returned in plastic bags.

### Special provisions

- ◆ When you come to the office be prepared to park off-site as on-site parking is limited. If you have special needs please ask at reception.
- ◆ If you find the reception area un-occupied, please take a seat in the lounge.
- ◆ If you have exhibited cold-like symptoms or have come into contact with someone who has within the last fourteen days please cancel your appointment and re-book, allowing at least another fourteen days.
- ◆ All gem set jewellery will be cleaned, however, there are sensitive gemstones which cannot be effectively cleaned without potential damage. Watches including metal bracelets cannot be deep cleaned except by a jewellery or watch technician. You are advised to clean your jewellery before and after use. We can advise on the best way to do this.

## Valuation consignment and declaration form

Your Details (Click on grey text or PLEASE PRINT CLEARLY)		Purpose of valuation (Please tick one or more)			
Report Ref	Office use only	Insurance	<input type="checkbox"/>		
Title	Mr. Mrs. Miss. Ms	Family Division	<input type="checkbox"/>	Open Market	<input type="checkbox"/>
First name		Sale between parties	<input type="checkbox"/>	Probate	<input type="checkbox"/>
Last name		Instructions to the valuer:			
Address					
Post code:					
Phone:		If Probate we MUST have:			
Mobile:		Name of Deceased	Name of deceased.		
E-Mail:		Date of Death	Date of death here.		
		Document delivery	Bound printed -or PDF by email		
To make your valuation as accurate as possible we need a little information. Your answers will assist the valuer and help to remove pitfalls which might make your valuation void when you need it most.					
Please tick as appropriate					
1	Have you had any item valued before? If yes, which items have been valued and when. (if it was a long time ago or you cannot remember make a note)				<input type="checkbox"/>
2	Did we carry out a previous valuation within last 7 years? If yes it may be that the fee can be reduced.				<input type="checkbox"/>
3	I have a previous valuation and enclose a copy (no need to send back one of my own reports, they are all on file)				<input type="checkbox"/>
4	Do you need a New for Old replacement valuation. Check your policy before requesting this service.				<input type="checkbox"/>
5	Was any item purchased within the last three years? <b>Please state number/s from list overleaf:</b>				<input type="checkbox"/>
6	Was any item purchased from an internet website or TV shopping channel? If yes, please make a note on the continuation page.				<input type="checkbox"/>
8	If any item was recently purchased abroad, please state which item/s <a href="#">Details here</a> or in the inventory Please give the country of origin on the continuation page (if known):				
9	Do you have information or documents that you wish to withhold from the valuer? <b>Please note that failure to disclose pertinent information could result in the valuation becoming void.</b>				<input type="checkbox"/>
<p><b>Declaration</b></p> <p>I have consigned all the property detailed for the purpose specified. I agree the estimated fee (if one has been provided) and I accept that the description of property on this and any following sheets is limited and brief and that the valuer is not bound by any description which, after further investigation proves to be different from that given by me.</p> <p><b>Consent</b></p> <p>I have seen and read the <b>Customer privacy notice</b> relating to data privacy and I give my consent that the information I have provided will be retained in order to identify the report, facilitate it's retrieval from a database and provide the possibility of support in the event of loss or any dispute, on the understanding that the information will not be used for any other purpose than matters concerning the valuation report and advice arising.</p> <p style="background-color: #d9d9d9; padding: 2px;">Sign here or type name in box</p> <p>Signature: ..... Date: .....</p>					

CONTINUATION...

We need to see copies of any provenance you may have such as receipts, certificates, stone lab reports, watch guarantees etc. all of which are important pieces of evidence and assist the valuer. The descriptions below are for identification purposes as the items have not yet received a full examination. Any terms or parameters used in this document to describe gemstones, metal types, purity etc are subject to review during the appraisal. The valuer is not bound by any description given in this document. Description example: "1 Ring – cluster, yellow and white, set round green stone & round colourless stones"

Num	Description (just a few words)	Identifying marks, damage etc
1.	Enter a brief description of each item here.	
2.	Enter a brief description of each item here.	
3.	Enter a brief description of each item here.	
4.	Enter a brief description of each item here.	
5.	Enter a brief description of each item here.	
6.	Enter a brief description of each item here.	
7.	Enter a brief description of each item here.	
8.	Enter a brief description of each item here.	
9.	Enter a brief description of each item here.	
10.	Enter a brief description of each item here.	
11.	Enter a brief description of each item here.	
12.	Enter a brief description of each item here.	
13.	Enter a brief description of each item here.	
14.	Enter a brief description of each item here.	
15.	Enter a brief description of each item here.	
16.	Enter a brief description of each item here.	
21.	Enter a brief description of each item here.	
		Customers signature
Items left/sent	Number	Date:
Items returned	Number	Date:

## Valuation consignment and declaration form

Re General Data Protection Regulation Page

### *Customer privacy notice (please keep this sheet)*

When you leave your items for valuation you are asked to sign the declaration of consent form. Your consent is required to enable us to collect and store your personal data in line with current Data Protection legislation.

#### **Information we collect**

- ◆ We collect personal data you provide to us. This includes information you give when communicating with us such as your name, email address, home address & telephone number. We also ask for details regarding the property you want to have valued such as stone reports, sales receipts, previous valuations etc.
- ◆ Data is also created by your purchase of a valuation report, including data relating to the items and their value.
- ◆ You are asked to read and sign this form on which you provide some personal data.

#### **Data Protection Policy**

◆ Once it reaches the valuer your data will be kept in a secure digital form, encrypted, and protected by passwords known only to the valuer. Any backup will also be encrypted and stored in a safe when not in use. **How long data is stored**

- ◆ The valuer will retain a copy of your valuation for as long as may be required to fulfil the original purpose for which the data was collected. Since you may need to refer to this data in the future when your own copy might not be available, we recommend a period of seven years. In the event the valuer ceases to trade the data will be permanently removed from the storage medium. ◆ Personal data can be removed or modified at your request at any time.

#### **Disclosing and Sharing of Data**

- ◆ The valuer will not sell your information to anyone.
- ◆ The valuer will not pass your data on to any third party without your permission, except if compelled to do so by law.
- ◆ The valuer affirms that data supplied to him will not be used for any other purpose, other than to record, file and recover reports for your own use and not to market any other service to you.



Michael Inkpen FGA. Registered valuer: 20102 - Fellow of the Jewellery Valuers Association

