



**PLEASE HELP US TO HELP YOU**

When sending your scrap to Presman ltd please make sure you have filled in the information below so we can process your parcel as quickly and accurately as possible.

\*\*\*\*\*IF THIS IS YOUR FIRST TIME DEALING WITH US, PLEASE SEND TRADE DETAILS SO WE CAN PROCESS YOUR PARCEL\*\*\*\*\*

**PLS PHOTOCOPY OR Use your company headed paperwork and list contents of parcel on that.**

COMPANY \_\_\_\_\_ ACC REF \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_ CONTACT NAME&NUMBER \_\_\_\_\_

**VAT NUMBER** \_ \_ \_ \_ \_ Please send a copy of your registration for our records. Check your SBI invoice to make sure your vat number is there and is correct. (If we have it already on our system it will be under your address). If you are VAT registered you will receive the vat back on PT, PD & AG, the vat on AU is notional vat only as stated on the bottom of the SBI) More information can be found concerning this in the Government Vat leaflet 701/21

**With each carat please list & keep British hallmarked items from stamped or unmarked items.**  
Please note Presman will return any base metal back to you, **unless you state on each parcel not to.** (This will be via registered post @ £8+vat)

**CONTENTS OF PARCEL**

List the different **carats** and **weights** that you have included & keep separated.

Please note we may have to melt & assay your parcel if there are stones, steel, base etc or the carats are mixed.

CUSTOMER USE	PBL USE

**PAYMENT** (Please circle required method) **CASH** Max £10,000 per day via post **OR** **CHEQUE** Sorry NO third party cheques

**Customers that send more than one parcel on the same day – please help us by marking on the outside of the parcels how many you have sent (1of 2/ 2of 2 etc).**  
**This will help ensure your parcels get processed together & quicker.**

PBL USE ONLY	DATE	SBI	VALUE
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