

Diamond Shipments to HRD Antwerp - Diamond Lab

Prior to sending the shipment, the client is requested to mail or fax following documents to the diamond lab, diamondlab@hrdantwerp.com or fax +32 (0)3 222 0630.

- a letter listing the examinations required. We refer to our pricelist for a survey of the various services offered
- a pro forma invoice: please fill out the pro forma and detailed list in annexe. The correctness of these documents is essential to avoid loss of time and extra costs during import and export.
- for first-time clients: please download the client registration form and add a filled-out copy to your shipment.
For regular clients: please mention your client registration N° on all correspondence.

The shipment containing the diamonds and a copy of the pro forma has to be addressed to :

DIAMOND OFFICE
HRD Antwerp - Diamond Lab
Hoveniersstraat 22
B-2018 Antwerp
Belgium

Shipping and insurance

- Diamonds are insured from receipt to return at the reception of the diamond lab. Insurance during shipment, both forwarding and return, must be provided by the client.
- To avoid damage during shipment, pack diamonds in separate parcel papers.
- We only accept loose, polished diamonds. Diamonds must be in a clean condition (deep boiled).
- Please check with your local shipping agent on the procedure to be followed, as customs regulations may vary from country to country.
- After examination, the diamond lab will return the diamonds in the same manner and with the same carrier as selected by the client for forwarding. Please make sure the shipper of your choice officially handles diamond shipments. We cannot accept instructions to return diamonds under the guise of documents or other goods.
- The diamond lab accepts the value mentioned on the pro forma by the client for administrative purposes only. In case of marked under- or over evaluation, customs may not accept the pro-forma and a fine may be imposed (175 €)
- A small charge is levied by Diamond Office for import/export formalities (0.035% + 0.0175% on the pro-forma value, which is advanced by HRD Antwerp and charged to the client afterwards.

Payment

- the invoice for the services rendered by the diamond lab will be included with your shipment.
- a second invoice will be issued at the end of the month for Diamond Office Charges and extra costs invoiced by the shipping agent for local handling and/or return if applicable
- Please note that invoices are payable within 30 days, means of payment are mentioned on the invoice.

For more information, please contact the diamond lab +32 (0)3 222 0627 or diamondlab@hrdantwerp.com

PRO FORMA

Diamond Office
Attn. HRD Antwerp – Diamond Lab
Hoveniersstraat 22
2018 Antwerp
Belgium

Name of firm :
Address :

FOR CERTIFICATION

Date :

Origin :

Total number of stones (*) :

Total weight (*) :

Total value (*) :

Name :

Signature :

(*) see detailed list in annexe