**Microsoft Word Consignment Purchase Order Template**

|  |  |  |
| --- | --- | --- |
| PURCHASE ORDER NO. 1234 |  |  |
| Name of Company |  |  | **DATE** |
| **ADDRESS** |  Click or tap here to enter text. | **COMPANY LOGO** |  | MM/DD/YY |
| **ADDRESS** |  Click or tap here to enter text. |  | **CUSTOMER ID NO.** |
| **PHONE** |  Click or tap here to enter text. |  | 0 |
| **EMAIL** |  Click or tap here to enter text. |  |  |
|   |
|  |  |  |  |  |
| BILL TO: Client Name | SHIP TO: Client Name |
| **ADDRESS** | Click or tap here to enter text. | **ADDRESS** | Click or tap here to enter text. |
| **ADDRESS** | Click or tap here to enter text. | **ADDRESS** | Click or tap here to enter text. |
| **PHONE** | Click or tap here to enter text. | **PHONE** | Click or tap here to enter text. |
| **EMAIL** | Click or tap here to enter text. | **EMAIL** | Click or tap here to enter text. |
|   |
|  |  |  |  |  |
| CONSIGNMENT TERMS AND CONDITIONS |  |  |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| PAYMENT TERMS |   |  |  |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| INVENTORY MANAGEMENT AND REPLENISHMENT DETAILS |  |  |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| STORAGE AND HANDLING REQUIREMENTS |   |  |  |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SHIPPING METHOD** | **SHIPPING TERMS** | **SHIP VIA** | **PAYMENT** | **DELIVERY DATE** |
|  Method | Terms | Ship  |  Payment | MM/DD/YY |
|   |
|  |  |  |  |  |
| **ITEM NO.** | **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
| 000 | Description |  | $0.00 | $0.00 |
| 123 | Description | 0 | $0.00 | $0.00 |
| 000 | Description | 0 | $0.00 | $0.00 |
| 123 | Description | 0 | $0.00 | $0.00 |
| 000 | Description | 0  | $0.00 | $0.00 |
| 123 | Description |  0 | $0.00 | $0.00 |
| 000 | Description |  0 | $0.00 | $0.00 |
| 123 | Description |  0 | $0.00 | $0.00 |
|   |  | SUBTOTAL |  $0.00 |
|  |  | TAX RATE | 0.000% |
|  | TAX | $0.00 |
|  |  |  | S&H | $0.00 |
| Please make check payable to YOUR COMPANY NAME. | OTHER |  $0.00 |
| THANK YOU | TOTAL |  **$0.00** |
|  |  |  |  |  |
|  |  |  |  |  |
| **REMARKS / INSTRUCTIONS** | Click or tap here to enter text. |
|  |  |  |  |  |
| **APPROVED BY** | Name |  |  |  |
| **SIGNATURE** |   |  |  |  |
| **DATE** | MM/DD/YY |  |  |  |
| For questions concerning this order, please contact Name, (XXX) XXX-XXXX, Email Address |
| www.yourwebaddress.com |

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