**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12105&utm_source=template-word-true-form&utm_medium=content&utm_campaign=Microsoft+Word+Consignment+Purchase+Order-word-true-form-12105&lpa=Microsoft+Word+Consignment+Purchase+Order+word-true-form+12105)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. | | | |

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| --- | --- | --- | --- | --- |
| **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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