SINGAPORE CHILDREN'S SOCIETY **Form No:_____**

MERCHANDISE
CONSIGNMENT/PURCHASE FORM

Revised on 12/12/11

NOTE:

- **Each item must be sold at the below stated price.**
- **Any unsold items must be returned to Singapore Children's Society after the sale.**

A: REQUEST FOR GOODS:

S/No.	Goods Consigned			Collection		
	Description of Goods	Sale price	No.of units consigned	No.of units Returned	No.of units Sold	Proceeds S$
			Total Merchandise Sold:			

Name of Organisation/School : _____

Name of Contact Person : _____

Address : _____

Contact No. : _____ (O) _____ (Fax) _____ (Mobile)

E-mail Address : _____

B. ACKNOWLEDGEMENTS OF ITEMS

Goods Consigned by:	Goods Distributed by:	Approved by Head:
_____ Name / Signature / Date/ Organisation Stamp	_____ Name / Signature / Date	_____ Centre's Head / Date

C. RETURN OF ITEMS – TO BE COMPLETED UPON RETURN OF ITEMS

Amount collected : **$** **(CASH / CHEQUE No._____)**

Outright Donation Amt (if Any) : $

Returned by:	Witnessed & Collected by:	Verified by Finance:
_____ Name / Signature / Date/ Organisation Stamp	_____ Name / Signature / Date	_____ Name / Signature / Date