

Montana Conservation Seedling Nursery Ordering Information

Dnrc.mt.gov/nursery

Minimum Order Requirements: Customers must order seedlings in complete lots and meet minimum order requirements. Order according to the following lots sizes (refer to our webpages for more resources)

- **Bareroot** trees and shrubs: lots of 50
- **Small Container** (S-10, R-10, S-22, S-27): lots of 24
- **Large Container** (100 & 175 in³ potted seedlings): lots of 9.

For NEW CUSTOMERS, the minimum order for bareroot is 150 seedlings, for small container is 144 seedlings; for large container is 45 seedlings.

For RETURNING CUSTOMERS, and for customers replacing seedlings from a previous order, the minimum order is one lot (either 50 bareroot seedlings, 24 small container seedlings, or 9 large container seedlings).

Payment: Full payment must accompany all orders **less than \$250**. A 50% deposit is required at the time the order is placed for all **orders more than \$250**. **The balance is due by December 1st**. Make checks or money orders payable to Montana State Treasurer. Credit card transactions will be assessed a processing fee. Cash payments must be made in person. **DO NOT SEND CASH**.

Seedling Pickup and Delivery: Bareroot stock must be picked up by May 15th. All other orders must be picked up prior to June 15th or there will be a holdover charge assessed to the order. All orders that are not picked up by July 1 will be cancelled without refund. Orders received after April 1st are not eligible for delivery by state truck. The state truck will schedule one delivery day in April or May per selected county. **Nursery may deliver to an alternate location if order volume is not sufficient in your selected county to warrant travel.** Please review the list of counties we deliver to at the bottom of the order form to determine if the state truck will deliver to your area. State truck is our preferred method for seedling delivery. You can arrange for pick-up at the nursery in Missoula. We can ship via FedEx on a date of your choosing for an additional charge.

Terms of Sale: Due to the perishable nature of nursery stock, the nursery cannot be responsible for loss after receipt and acceptance of the nursery stock. Credit may be allowed for proven unsatisfactory stock through mutual agreement of the purchaser and the nursery providing:

- The nursery is notified within 10 days after the seedlings have reached your county.
- That mishandling in transit by a commercial transit company did not cause the damage or injury.
- The Montana Conservation Seedling Nursery's total liability is limited to the original purchase price of the nursery stock.

Check with the nursery or our web site for current prices, which may change from year to year based on our operational costs. We reserve the right to change prices at any time.

Orders not paid in full by June 1st may be charged interest at the rate of 1.25% per month or an annual rate of 15%.

CANCELLATION/ORDER CHANGE POLICY: We will refund the entire cost less a \$30.00 processing fee if an order is cancelled prior to January 1st. Orders cancelled after January 1st may be assessed a 50% cancellation charge.

Montana Conservation Seedling Nursery Order Form

Email to: mtnursery@mt.com

Mail to: 2705 Spurgin Rd., Missoula, MT 59804

Instructions: The Order Form contains 4 pages, you must complete all pages, sign the signature line, and include the conservation verification form to be eligible to do business with the state nursery. Please contact our office if you have questions about the form.

Name _____

Business, Organization, Agency or Tribal Nation _____

Mailing Address _____

Physical Address _____

City _____ State _____ Zip _____

Cell phone _____ Phone _____

Email _____

Email is only used for sending invoices or communications regarding your order.

Common Name	Seed Source	Stock Type/Size	Number Ordered	Price Each	Total Cost
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
1. TOTAL SEEDLING COST					\$
2. FEDEX CHARGES; If shipping FedEx add 19% of line 1 total. (\$15.00 minimum charge)					
3. TOTAL CHARGES; Add lines 1-2.					\$

PLANTING AND DELIVERY

Year to be planted: _____ New planting _____ or replacement stock ☐

County/Planting location & elevation: _____

If replacement, what year was the original planting? _____

If we are out of stock desired, shall we: ☐ refund sold-out portion; ☐ make suitable substitution;

If substitution is desired, list preferred species: _____

How would you like to receive your order? (Check one) **No shipping or pickup prior to April 1st.**

☐ **Pick up** at Nursery in Missoula.

All Bare-root stock must be picked up prior to May 15th.

Date of pick up _____

_____ **Delivery** by State truck to the below selected county extension or conservation district office. (**Delivery dates are not set until March 20th**)

Please select the county of your choice for delivery: ☐ Beaverhead, ☐ Blaine, ☐ Broadwater, ☐ Carbon, ☐ Cascade, ☐ Chouteau, ☐ Custer, ☐ Daniels, ☐ Dawson, ☐ Deer Lodge, ☐ Fergus, ☐ Flathead, ☐ Gallatin, ☐ Glacier, ☐ Hill, ☐ Jefferson, ☐ Judith Basin, ☐ Lake, ☐ Lewis & Clark, ☐ Liberty, ☐ Madison, ☐ Park, ☐ Phillips, ☐ Pondera, ☐ Powell, ☐ Richland, ☐ Roosevelt, ☐ Sheridan, ☐ Silver Bow, ☐ Stillwater, ☐ Teton, ☐ Toole, ☐ Valley, ☐ Wibaux, ☐ Yellowstone

☐ **FedEx**, ship from Nursery (Monday - Wednesday only)

Ship Date: _____

Delivery Address: _____

In consideration of the granting of this application, I agree to abide by the stated terms of sale and seedling uses, and to provide full payment for all seedlings ordered.

(Signature of Applicant)

(Date)

For Nursery Use Only

Invoice #: _____

Payment
Information: _____

Verified Conservation: ☐ yes ☐ no

CONSERVATION VERIFICATION CHECKLIST:

MCSN stock is grown for verifiable conservation projects only. Plantings must be aligned with established conservation strategies and priorities. Please use the form below to verify that seedlings purchased in this order are for conservation, and to help us track conservation activities in the state.

<u>Soil Conservation</u>	<u>Forest Conservation</u>
<input type="checkbox"/> Farmstead Windbreak	<input type="checkbox"/> Reforestation
<input type="checkbox"/> Field Shelterbelt	<input type="checkbox"/> after wildfire
<input type="checkbox"/> Other	<input type="checkbox"/> after commercial harvest
	<input type="checkbox"/> other
	<input type="checkbox"/> Reclamation of former forest land
	<input type="checkbox"/> Species diversification
<u>Restoration (non-forest)</u>	<input type="checkbox"/> Restoration (forest)
<input type="checkbox"/> Riparian	<input type="checkbox"/> Afforestation
<input type="checkbox"/> Rangeland	<input type="checkbox"/> Other
<input type="checkbox"/> Wildlife habitat	
<input type="checkbox"/> TE Species Propagation	<u>Other</u>
<input type="checkbox"/> Reclamation (non-forest land)	<input type="checkbox"/> Write in practice:
<input type="checkbox"/> Other	

If you checked "Other" for any box briefly describe the conservation practice: _____

Is your project associated with a management plan? ☐ yes ☐ no

If Yes please describe: _____

Is your project recommended by a conservation district? ☐ yes ☐ no

Conservation district name: _____

Which best captures your goals for this planting (select all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Increase forest health and resilience | <input type="checkbox"/> reduce soil loss or erosion |
| <input type="checkbox"/> Support a continuous supply of forest products | <input type="checkbox"/> increase canopy cover |
| <input type="checkbox"/> Reclaim denuded lands | |
| <input type="checkbox"/> Improve native wildlife mobility | |
| <input type="checkbox"/> Restore landscape or watershed connectivity | |
| <input type="checkbox"/> Manage family forest land | |
| <input type="checkbox"/> Mitigate effects of climate change | |
| <input type="checkbox"/> Ensure regeneration of desired species | |
| <input type="checkbox"/> Improve post-fire recovery | |
| <input type="checkbox"/> Provide species specific wildlife habitat. List Target Wildlife Species: _____ | |

Is your project a component of a larger “cross-boundary” or “multiple-ownership” effort? ☐ yes ☐ no

Are there other conservation partners involved in the project, such as non-profit groups, or other government and tribal agencies? Please list.

Are there other activities associated with this project?

- ☐ replace or remove culvert
- ☐ erosion control measures
- ☐ direct seeding
- ☐ vegetation management (weed control)
- ☐ other _____

Comments and Relevant information (Nursery Use Only)