

NURSERIES - SEEDLING ORDER INSTRUCTIONS

Spring 2019

1. Fill out the order form completely. Incomplete orders will be returned. **ALL ORDERS MUST BE SIGNED.** Orders will be accepted beginning February 1, 2019.
2. Indicate: species wanted; species code; number wanted, and price. Please call the Mason Nursery (309-535-2185) if you have any questions calculating price and shipping.
3. Indicate the County where the seedlings will be planted.
4. Sign, PRINT YOUR NAME, address, telephone number. Mail order form to the Department of Natural Resources, Mason State Nursery, 17855 N. County Road 2400E, Topeka, Illinois 61567.
5. **Do not send payment with your order.** You will be billed later. This prevents you from paying for items that may be sold out before we receive your order. After your order has been processed, you will receive acknowledgement of your order. This acknowledgement is also your billing statement with the amount due and a due date. **Please pay by the due date with either a check or money order. Write your order number on your check. Orders will be canceled if not paid for by the due date.**
6. All seedling orders must be picked up at the Mason State Nursery in Topeka, Illinois by May 25. UPS may be available on up to 500 seedlings at a cost of \$25.00/100 seedlings. Indicate if you are interested in UPS shipping. For UPS shipping, please provide a residential address; **UPS will not deliver to a P.O. Box.** All seedlings will be shipped by May 29 unless other arrangements have been made.

The IDNR, Mason State Nursery will make every effort to supply viable plant material that is true to name and size. After the seedlings leave the Nursery we have no control over losses due to shipping, storage, handling/planting methods or weather. Upon receipt of your order, please unpack and inspect the seedlings. Should you have cause for concern you will have 7 days to report problems to us from the date that the seedlings left the Nursery. After 7 days, we will assume no responsibility for damage to stock. If there is a problem with the UPS shipment of the stock the buyer must file damages or losses in shipping with the carrier. Unfortunately, after your check has been deposited we have no way to make monetary refunds.

This state agency is requiring disclosure of information that is necessary to accomplish the statutory purpose as outlined under 20ILCS 801/1. Disclosure of this information is VOLUNTARY; however, failure to comply may result in this form not being processed.

****Disclaimer****: Due to weather conditions, budgets and staffing, species availability is subject to change at any time up until shipment. While the Mason Nursery will make every attempt at providing the plant material listed, we have no control over the above listed factors and reserve the right to change or cancel shipments up and until the scheduled pickup date. Full refunds will be made where appropriate.