

NURSERIES - SEEDLING ORDER INSTRUCTIONS

Spring 2017

1. Fill out the order form completely. Incomplete orders will be returned. **ALL ORDERS MUST BE SIGNED.** Orders will be accepted beginning February 1, 2017.
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 15. 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 15 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.

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The plants and plant materials secured or produced shall be used exclusively for conservation purposes, such as for wildlife habitat, erosion control, energy conservation, natural community restoration, general reforestation, research, commemorative plantings, and educational programs such as Arbor Day. Plants and plant materials distributed by the State shall not be used for ornamental, landscaping or shade tree purposes. Plants and plant materials secured or produced and distributed by the State nurseries are to be protected against abuses, such as may occur in the event of livestock grazing or wildfire.

Products such as Christmas trees, roundwood and other materials derived from State distributed plants or plant materials may be utilized, sold or removed, except that no such plants shall be resold, bartered or given away and removed alive with the roots attached.