

INSTRUCTIONS FOR COMPLETING SEEDLING ORDER FORM

PLEASE READ THE ACCOMPANYING SEEDLING BROCHURE PRIOR TO COMPLETING THIS FORM. THE FLORIDA FOREST SERVICE IS NOT RESPONSIBLE FOR ERRORS DUE TO A FAILURE ON THE CONSUMER'S PART TO READ THE BROCHURE. ORDER FORMS THAT ARE INCOMPLETE OR ILLEGIBLE WILL BE RETURNED. IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE ANDREWS NURSERY OFFICE (352-493-6096) OR YOUR COUNTY FORESTER.

- Fill in the customer information box. The name may be a person, organization, or a business. The address should be a mailing address. Please list both a day and evening telephone number. A contact person should be listed on orders from organizations or businesses, as well as on orders from individuals who wish to designate another person who will be responsible for their seedlings.
- Indicate the type of land ownership and the Florida county in which the seedlings will be planted.
- Andrews Nursery will assign an order number when we receive your order form. Do not write in this box.
- Indicate whether you will pick up your seedlings at Andrews Nursery (No delivery costs) or have your seedlings delivered to one of the FFS delivery points listed in the Seedling Brochure (delivery costs apply). If you wish to have your seedlings delivered, please write in the delivery point name from the brochure. Only one delivery point may be selected per order.
- Please indicate whether you will notify the nursery at a later date of when you wish to receive your seedlings --or-- whether you are selecting a date now. If you are selecting a date now, please list that date in the "Pickup or Delivery Date" box. The nursery recommends you wait until later in the year to schedule your seedlings, when your planting plans become more definite.
- Using information in the seedling brochure, fill in the seedling type, quantity ordered, unit cost, total seedling cost, and delivery costs (if applicable). If ordering more than one seedling type, total the "seedling cost" and "delivery cost" (if applicable) columns and fill in the "grand total" box. If you have selected a pick-up or delivery date, list that date in the "Pick-up or Delivery Date" box. Seedling orders may be divided into multiple deliveries. The nursery will be happy to assist you with scheduling.
- Verify the grand total of the order and mail the **completed form** along with full payment to Andrews Nursery. We can only accept checks or money orders made out to the "Florida Department of Agriculture & Consumer Services."
- The nursery will return a copy of the order to you, which will serve as your receipt. Your order number will be at the top of the returned copy. Please refer to your **Order Number** when discussing your order with the nursery
- You are responsible for notifying the nursery of when you wish to receive your seedlings. Orders that are never scheduled for pickup or delivery will be cancelled without refund on March 1st.**
- Please notify the nursery at least five (5) working days prior to the date you wish to receive your seedlings. This applies to both new scheduling and changes to existing scheduling