

ORDERING INSTRUCTIONS:

-  If ordering more than 5,000 seedlings, contact your local regional Office for information on discount pricing. (See map at right.)
-  When ordering seedlings, payment must be made at time of order.
-  If paying by check or money order, make payable to **KENTUCKY STATE TREASURER**.
-  If paying by credit card, make sure the *Credit Card Purchasing* section on the front of the form is completely filled out.
-  Make sure to select *Preferred Delivery Method* and *Month and Week of Delivery*. Adverse weather and other circumstances can delay shipping and pickup dates.
-  If picking up your order, please be aware that you will need to pick them up at one of our two State Nurseries, **not** the Regional Offices. (See table & map at right.)
-  If ordering 1,000+ seedlings, you may borrow a tree planting machine from your local Regional Office, *if available*. Make sure to check the box on the front of the form indicating you would like to do so.
-  All prices include state sales tax. **IF TAX-EXEMPT**, call your local regional office. **IF OUT-OF-STATE**, contact the office nearest you. (see map at right)
-  **In-State Shipping is Free!** If ordering 2,100 or more seedlings subtract \$5.00 per 100-bundle ordered if picking up at the nursery.
-  For *Out-of-State Shipping*, add \$5.00 to each 10-bundle ordered, \$10.00 to each 50 bundle and \$20.00 to each 100-bundle ordered.
-  Be sure to sign the order form. Please mail or fax orders to the regional Office that serves your county. (See map at right.)
-  **Orders cancelled by the Purchaser before March 1st will have all payments refunded. Orders cancelled after March 1st will be refunded minus a 20% restocking fee. Orders cancelled at any time by the Division of Forestry, will have all payments refunded.**

TECHNICAL ASSISTANCE:

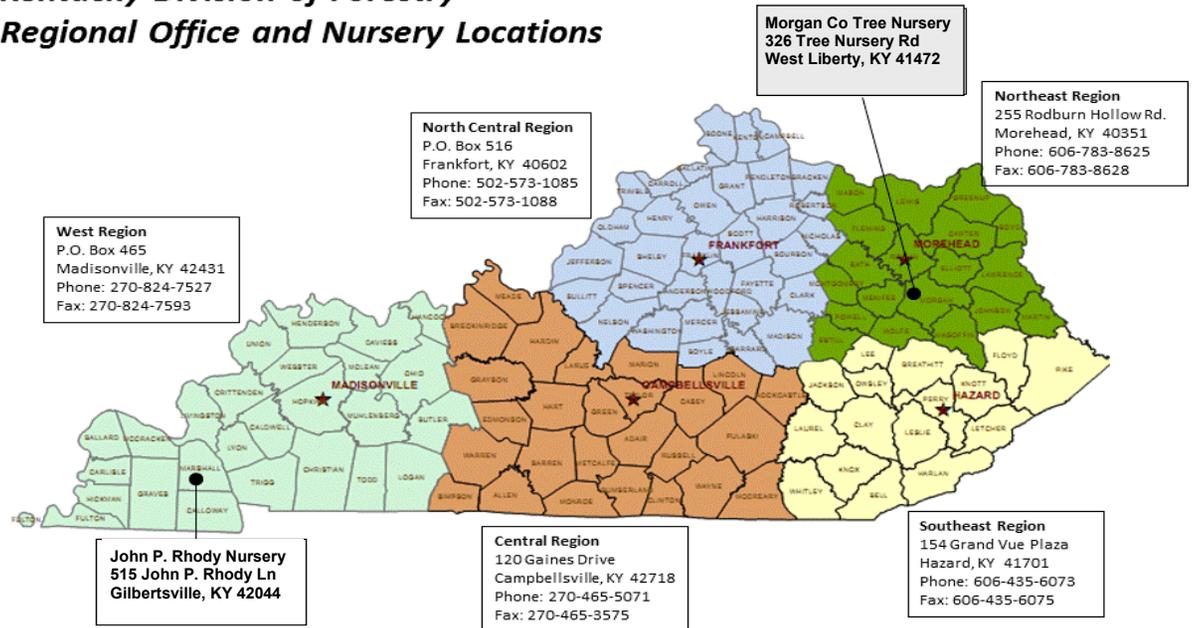
Landowners may receive free planning assistance for tree planting projects from the Division of Forestry by contacting the regional office that serves their county. (See map below)

SEEDLING AVAILABILITY:

Shortages in planting stock can occur after order processing begins, so please submit your order as soon as possible. Orders are filled on a first-come, first-serve basis until supplies are depleted. If you plan to pick up your seedlings directly from the nursery, you will be notified when your order is ready. We **cannot guarantee** orders to be ready on a specific date.

All seedlings are inspected prior to shipment. No adjustments or replacements will be made for losses or damage unless reported when seedlings are delivered. Please contact your regional office if problems occur with the delivery of your order.

**Kentucky Division of Forestry
Regional Office and Nursery Locations**



The Energy and Environment Cabinet does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability and provides, on request, reasonable accommodations including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities. For more information, contact the Division of Forestry at 502-564-4496 between 8 a.m. and 4:30 p.m. EST. Hearing- and speech-impaired persons can contact the agency by using the Kentucky Relay Service, a toll-free telecommunications device for the deaf (TDD). For voice to TDD, call 800-648-6057. For TDD to voice, call 800-648-6056.

STATE NURSERIES	
NURSERY	REGIONS SERVED (see map)
MORGAN COUNTY	NORTHEAST, SOUTHEAST, NORTH CENTRAL
JOHN P. RHODY	WEST, CENTRAL

