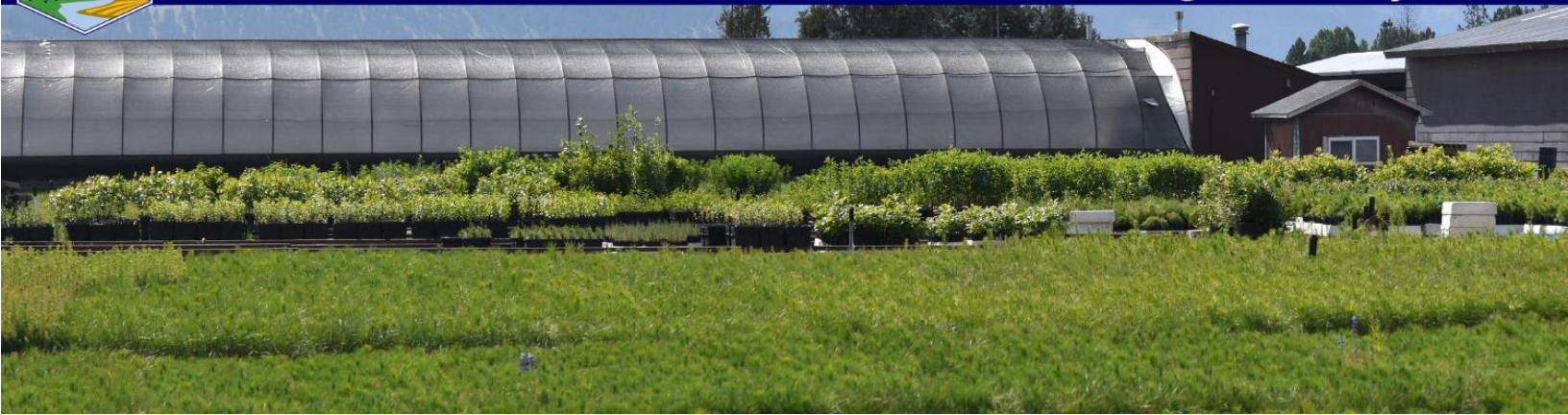




# The Montana Conservation Seedling Nursery



Dear Customers,

Thank you for supporting The Conservation Seedling Nursery. For the past 96 years the seedling nursery has remained dedicated to producing high quality, genetically resilient seedlings for your conservation planting needs. Our seedlings are grown from wild-collected, source identified seed so you can plant the most adapted species to your planting site. This season the nursery produced 868,611 seedlings, propelling us closer to meeting an annual milestone of 1 million seedlings – a testament to our commitment to conservation.

The Conservation Seedling Nursery exclusively serves conservation projects. To help determine the eligibility of your planting project, we kindly request that you complete the conservation verification checklist located on Page 6 and 7.

**Please Note:** There is a high demand for our seedlings, and we operate on a first come, first served basis for all orders. Orders are processed manually by our business manager and take time to complete. Upon submission of your order via email, an automatic confirmation will be sent acknowledging its receipt. Please anticipate a processing period of 7-10 business days before receiving your order confirmation and invoice. Our inventory is manually updated at the end of each business day. However, due to the manual aspect of placing orders, real-time inventory levels may occasionally vary based on existing order queues. Unless something is labeled 'Sold Out' place your order based upon the current inventory. In the event an item is unavailable, you may utilize the designated section at the bottom of the order form to specify alternative species, seed sources, or sizes. Should an item be sold out at the time of your order placement our business manager will contact you and suggest alternative options. If the quantity ordered per item is not in the correct multiples (see Page 3) the staff member placing your order will round to the nearest multiple.

For planting recommendations please contact your local conservation district or extension office. These dedicated professionals can assist you in determine your soil type and identifying what plants grow well in your area. Our [website](#) also offers resources to help you plan your planting.

For your convenience, hyperlinked text in [blue](#) can be accessed by clicking on it (applicable when viewing document as a PDF). Links will direct you to associated documents or website pages.

## Nursery Updates

We're excited to announce the construction of our fifth greenhouse is currently underway! To stick to the tradition of naming each greenhouse after MT mountain ranges, the new greenhouse will be named Anaconda. We expect the greenhouse to be fully constructed and operational by February 2024.

We are currently in the process of developing an online store. In the future, customers will be able to view the inventory and place their orders in real time. We are hoping to have the system up and running for next seasons sale.

The native seed network has been hard at work this summer gathering and cleaning seed for future propagation. Weed fabric has been laid in the fields, fencing is being erected and we hope to start planting the seedlings (that will be used for collecting seed) in Spring 2024. We expect to have seed mixes for sale by Spring 2026.

Updated 8/20/2023

# How to Order Seedlings

- Getting Started and Placing Your Order:** The first step is to review the order form. This comprehensive packet outlines our policies and will help you determine if ordering seedlings from The Conservation Seedling Nursery aligns with your needs.
  - **Ordering begins 6:00 am September 18, for pick up / delivery beginning in April**
  - Our seedlings are sold in bulk. For new customers, your initial order must be at least double the minimum requirement for returning customers (refer to page 3). Subsequent orders classify you as a returning customer.
- Choosing Plant Species:** If you're unsure about which plant species to order, refer to the catalog.
  - The catalog will provide you with information about each available plant species and the conditions required for them to thrive. This resource will help you determine what will grow well in your area. If you need further assistance, your local [conservation district](#) or [extension office](#) are a great resources. Direct ordering is available in certain counties.
- Reviewing Available Inventory:** Once you have determined what tree species you're interested in, review the [inventory](#). This section provides details about available sizes, seed sources, and species currently in stock.
- Completing Your Order Form:** Fill out the order form using the information you have gathered from the inventory.
  - Review pages 3, 4, and 5.
  - Complete the Conservation Verification Checklist on pages 6 and 7.
  - Complete the order form (page 8) and include alternatives in case of unavailability.
  - Review page 9 and select the best delivery option for you on page 10.
  - Do not forget to sign page 10. Typed names are acceptable. We cannot complete your order without a signature.
- Submitting Your Order:** Email your completed packet to [mtnursery@mt.gov](mailto:mtnursery@mt.gov)
  - Or mail your packet to: 2705 Spurgin Rd. Missoula, MT 59801
    - Mailing your order will delay your place in line by approximately 4 days during transit.
  - Email submissions prompt an automated confirmation of order receipt.
  - In 7-10 days (depending on order queue), you will receive an invoice copy via email or mail (if no email is listed). Instructions on how to pay, and any additional necessary information will be included.
- Stay Informed:** On April 1<sup>st</sup> we'll release a newsletter with pickup and delivery information.
  - The same information will be updated on our website.
  - To receive the newsletter, if not already subscribed, sign up [here](#).
- Preparing for Seedling Arrival:** As you prepare for your seedlings' arrival our [website's resources page](#) has information on pickup, transportation, care, and planting. We strongly recommend reviewing this document to ensure you are ready for your Spring planting!

**Thank you for choosing The Conservation Seedling Nursery**

Contact: Ashley Mattson

Phone: 406-542-4244

Email: [mtnursery@mt.gov](mailto:mtnursery@mt.gov)

Website: <http://dnrc.mt.gov/nursery>

# 2023 / 2024 Montana Conservation Seedling Nursery Ordering Policy

[Click Here to view the catalog](#) – for information about each plant species.

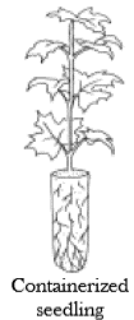
[Click Here to view the inventory](#) – to see what is currently in stock.

## Minimum Order Requirements

Our seedlings are sold in bulk and are categorized based on size and seed source.

*Bareroot seedling- no soil around the roots. Containerized- soil around the roots.*

- Bareroot: order in multiples of 50.
- Small container (Size: 10, 20, 22, 27 cu. in.): order in multiples of 24.
- Large container (Size: 100 & 175 cu. in. potted seedlings): order in multiples of 9.
- [Click here for pictures of seedling size examples.](#)



### NEW CUSTOMERS:

- Bareroot: Minimum of 100 seedlings.
- Small container: Minimum of 48 seedlings.
- Large container: Minimum of 18 seedlings.
  - New customers only have to meet one of the above minimums and can mix different species or seed sources of the same size together as long as they are in multiples of the minimum (50 for bareroot, 24 for small containers, 9 for large containers).
    - Example 1: 9 Bur Oak + 9 Aspen = 18 large seedlings
    - Example 2: 24 Ponderosa (Missoula seed source) + 48 Ponderosa (Ravalli seed source) = 48 small seedlings.
    - If you cannot meet the minimum order for new customers, contact your local conservation district or extension office and they will be able to assist you. If your local agent cannot assist, we can connect you with one of our partner 38 counties.
    - Customers consulting with a conservation district or extension office, a service forester, an environmental, wildlife, or conservation non-profit (e.g., Swan Valley Connections), or a government official or office (Fish, Parks & Wildlife, Natural Resource and Conservation Service, etc.) can place orders as a returning customer.

### RETURNING CUSTOMERS

- If you have previously ordered from us, you are considered a returning customer.
- Bareroot: order in multiples of 50.
- Small container: order in multiples of 24.
- Large container: order in multiples of 9.
- If you cannot meet these minimums, contact your local conservation district or extension office, as they may be able to assist you.

## Payment

Please do not send payment with your order. Send payment as soon as you receive your invoice. Due to manually processing orders we may be sold out of what you want.

For orders, a 50% of the balance is due upon receipt of your invoice, with the remaining balance due in full by March 1. All orders made on or after March 1 must be paid in full upon invoice receipt. Please note that orders not paid in full will not be loaded onto the delivery truck.

Failure to complete payment by May 1 may result in interest charges of 1.25% per month or an annual rate of 15%.

## Payment Options

- **Check (No Processing Fee)**
  - Mail check payments to 2705 Spurgin Road, Missoula MT 59801.
  - Payable to: Montana State Treasurer.
  - An email or physical copy of your invoice, with payments applied will be provided within 1-7 business days.
  
- **Credit Card/Debit Card (\$1.19 + 2.75% processing fee)**
  - Visit the following link: <https://svc.mt.gov/doa/opp/dnrstatenursery/cart>
  - Select debit/credit card.
  - Enter invoice balance due in the "Item cost" box, the processing fee will be automatically added.
  - Select the blue "Next" button and input billing information.
  - A copy of your receipt will be sent to the entered email address.
  - A copy of your invoice with the payments applied will be sent to you within 1-7 business days.
  
- **ACH eCheck (\$1.19 processing fee)**
  - Visit the following link: <https://svc.mt.gov/doa/opp/dnrstatenursery/cart>
  - Select ACH eCheck.
  - Enter invoice balance due in the "Item cost" box, processing fee will be automatically added.
  - Select the blue "Next" button and input billing information.
  - A copy of your receipt will be sent to the entered email address.
  - A copy of your invoice with the payments applied will be sent to you within 1-7 business days.

Please refrain from mailing Cash. Cash payments must be made in person at the nursery in Missoula with exact change, as we are unable to provide change.

## Refunds & Credits

- Refunds are submitted by the nursery to the state's accounting department for processing once a week.
- We can only issue refunds in the form of a check, processed by the state's accounting office.
- It can take anywhere from 4-6 weeks for a check with your refund to be mailed to you.
- If you have not received a refund from the state before, you may have to complete a W-9 to confirm your identity.
- If you do not want a refund, a credit can be issued to your account to be used on a future order.

## Terms of Sale

The Montana Conservation Seedling Nursery exclusively cultivates stock for verifiable conservation projects. The use of nursery seedlings for ornamental plantings is prohibited, as is their resale. Please use the Conservation Verification Checklist (Pages 6 & 7) to verify that seedlings purchased in this order are for conservation.

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

- The nursery is notified within 10 days after the seedlings have reached your county.
- That mishandling in transit by a commercial transit company (FedEx) 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.

We reserve the right to change prices at any time.

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

## CANCELLATION/ORDER CHANGE POLICY

A refund will be issued for the entire cost, minus a \$30 processing fee, if an order is cancelled prior to March 31.

**Orders cancelled or abandoned after April 1 are non-refundable.**

If your order is being delivered to a county and we have not received payment from you 7 days prior to the date of delivery, the order will be considered abandoned and not loaded onto the delivery truck. The products ordered will be reintegrated into the inventory for re-distribution. Abandoned orders are non-refundable and you will no longer be eligible to order seedlings from the nursery in the future.

If you are picking up your seedlings at the nursery in Missoula and we have not received contact from you via phone or email by May 15 (pick-up deadline) your order will be considered abandoned, and the seedlings will be re-added to the inventory for redistribution. Abandoned orders are non-refundable and you will no longer be eligible to purchase seedlings from the nursery.

# CONSERVATION VERIFICATION CHECKLIST

*If anything on this checklist applies to your planting, you qualify.*

**Briefly describe the conservation project:**

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**Soil Conservation:**

Farmstead Windbreak  Field Shelterbelt  Other: \_\_\_\_\_

**Forest Conservation:**

Reforestation  Reclamation of former forest land  Species diversification  Restoration (forest)  
 Afforestation  Other: \_\_\_\_\_

**Wood Products**

Logging  Christmas tree farm  Other: \_\_\_\_\_

**Restoration (non-forest)**

Riparian  Rangeland  Wildlife/ pollinator Habitat  Reclamation (non-forest land)  
 Other: \_\_\_\_\_

**Is your project associated with a management plan?**  Yes  No

If yes, please describe:

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**Is your project recommended or required by a conservation district or government agency?**

Yes  No

Contact information:

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**Did you consult with a conservation district or government agency?**  Yes  No

Contact information:

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**Did you consult with a service forester?**  Yes  No

Contact information:

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**Did you consult with an environmental, wildlife, or conservation non-profit (Swan Valley Connections)?**

Yes  No

Contact information:

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

- Increase Forest health and resilience
- Support a continuous supply of forest products (Christmas tree farm, etc.)
- Reclaim denuded lands
- Improve native wildlife mobility, connect wildlife habitat
- Create wildlife and/or pollinator habitat
- Restore landscape or watershed connectivity
- Manage family forest land
- Mitigate effects of climate change
- Ensure regeneration of desired species
- Improve post-fire recovery
- Reduce soil loss or erosion
- Increase canopy cover

**Is your project a component of a larger “cross boundary” or “multi-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:**

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**Are there other activities associated with this project?**

- Replace or remove culvert
- Erosion control measures
- Direct seeding
- Vegetation management (weed control)
- Other \_\_\_\_\_

If you think your planting has conservation benefits but the options on this form do not apply, please explain why you think your project is considered conservation in this box and we will review your submission and notify you of our decision.

# 2023 Montana Conservation Seedling Nursery Order Form

Email to: [mtnursery@mt.gov](mailto:mtnursery@mt.gov)

Mailing Address: 2705 Spurgin Rd., Missoula, MT 59804

**DO NOT FAX**

**Instructions:** You must complete pages 6, 7, 8 & 10. Do not forget to sign the signature line on page 10, typed names are sufficient.

How did you first hear about the nursery? \_\_\_\_\_

Bill To: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\*Email is only used to send invoices or communications regarding ordering. If you do not have an email your invoice will be mailed to you\*

Common/ Species Name	Seed Source	Size	Number Ordered	Price Each	Total Cost
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
<b>1. TOTAL SEEDLING COST</b>					\$
<b>2. FEDEX CHARGES; If shipping FedEx add 25% of line 1 total. (\$25.00 minimum charge)</b>					\$
<b>3. TOTAL CHARGES; Add lines 1-2.</b>					\$

If we are out of stock desired species and you would like to substitute,  
List preferred substitution species, seed source, and size: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## Pickup & Delivery Information

**Nursery Pickup (Free):** Pick up your seedlings at the Nursery located at 2823 Spurgin Road, Missoula. Customers will be notified via the April 1 newsletter when seedlings are ready for pick up. For customers without a registered email address, a postcard will be delivered in the mail.

Seedlings are *typically* ready for pickup during the second week of April, depending on the weather. For reference, Spring 2023 seedlings were ready for pickup April 12.

Please note that no pickups are allowed before April 1. This option is ideal if you are unsure of your planting schedule. Our seedlings are carefully stored in a climate-controlled environment, maintaining specific temperature and humidity conditions to ensure dormancy. Once seedlings are removed from storage, they need to be planted within a one week of being thawed.

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**County Delivery (Free, one-time in Spring):** We deliver to 35 counties across Montana. Our refrigerated box or semi-truck will deliver your seedlings to a partnering Conservation District or Extension Office on a specific date in the Spring.

Delivery dates are finalized by March 22 and released to the public via the April 1 newsletter and our website. **Delivery dates are subject to change based on weather and hazardous conditions.**

The partnering office will contact you regarding pickup details. If the drop-off location does not have partnering office, our business manager and delivery truck driver will be in contact with you about the drop off location and estimated delivery time.

**The Nursery may deliver to an alternate location if order volume is not sufficient in your selected county to warrant travel.**

**Orders must be received by March 25 for county delivery.**

Following delivery, be prepared to plant your seedlings within one week of thawing.

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**FedEx Option (25% Fee or \$25 Minimum):** FedEx delivery to an address of your choice beginning in April. You will be contacted in March to select a date for shipment (Tuesdays only).

The delivery fee is 25% of your order total or a minimum of \$25.

Note that large container hardwoods cannot be shipped via FedEx due to height restrictions.

While FedEx is convenient, it is not recommended unless necessary. FedEx delivery trucks and distribution centers are not temperature-controlled, and there is a risk of package loss or theft.

## How Would you like to Receive your Order?

### Pickup at Nursery (Free)

- You will receive an email on April 1 to schedule a day and time to pick up your order. Our website will also be updated April 1 with pick up information.
- Pick up Address: 2823 Spurgin Road, Missoula MT 59804. Building G.
  - Pick up: Monday – Friday, 9am – 12pm & 1:00pm – 4:00pm.

### Delivery by State Truck (Free)

- Delivery dates are not set until March 22.
- You will be notified April 1 of the delivery schedule and our website will be updated with the same information.
- **Nursery may deliver to an alternate location if order volume is not sufficient in your selected county to warrant travel.**
- **Delivery dates are subject to rescheduling due to weather and hazardous conditions.**
- **[Click here](#) for more information about delivery and the towns we deliver to within each county**

Select the county you would like delivery to by checking a box below (left of county name).

<input type="checkbox"/>	Beaverhead	<input type="checkbox"/>	Custer	<input type="checkbox"/>	Hill	<input type="checkbox"/>	Park	<input type="checkbox"/>	Roosevelt	<input type="checkbox"/>	Teton
<input type="checkbox"/>	Blaine	<input type="checkbox"/>	Dawson	<input type="checkbox"/>	Jefferson	<input type="checkbox"/>	Phillips	<input type="checkbox"/>	Sanders	<input type="checkbox"/>	Toole
<input type="checkbox"/>	Broadwater	<input type="checkbox"/>	Fergus	<input type="checkbox"/>	Judith Basin	<input checked="" type="checkbox"/>	Missoula	<input type="checkbox"/>	Sheridan	<input type="checkbox"/>	Valley
<input type="checkbox"/>	Carbon	<input type="checkbox"/>	Flathead	<input type="checkbox"/>	Lewis & Clark	<input type="checkbox"/>	Pondera	<input type="checkbox"/>	Silver Bow	<input type="checkbox"/>	Wheatland
<input type="checkbox"/>	Cascade	<input type="checkbox"/>	Gallatin	<input type="checkbox"/>	Liberty	<input type="checkbox"/>	Powell	<input type="checkbox"/>	Stillwater	<input type="checkbox"/>	Yellowstone
<input type="checkbox"/>	Chouteau	<input type="checkbox"/>	Glacier	<input type="checkbox"/>	Madison/ Ruby Valley	<input type="checkbox"/>	Richland	<input type="checkbox"/>	Sweetgrass	<input type="checkbox"/>	

### FedEx (25% of order total or \$25 minimum)

- You will be contacted in March to select a shipment date and your delivery address.

I attest that the information I provided in the conservation verification checklist is truthful and that these seedlings are being used for a conservation planting.

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 by the dates required.

If I am ordering on the behalf of a client, I accept full responsibility for payment and arrangement of seedling pick up.

\_\_\_\_\_

(Signature of Applicant)

\_\_\_\_\_

(Date)