

# Colorado State Forest Service Seedling Tree Nursery

## Spring 2025 Sale Order Form

PLEASE REFER TO OUR 2025 AVAILABILITY PAGE FOR PRICING & INVENTORY INFORMATION WHEN COMPLETING THIS FORM

**Customer Information:**

Name:			
Address:			
City:	State:	Zip:	
Phone:	County:		
E-mail:			
Will seedlings we used in support of FSA/USDA Conservation Reserve Program (CRP) efforts: <input type="checkbox"/> Yes <input type="checkbox"/> No			

**Distribution Preferences:**

<input type="checkbox"/> <b>Pick-up</b> - Please select a time frame (month) below and we will reach out at a later date to coordinate specific pick-up date/time from the CSFS Nursery.	
<input type="checkbox"/> <b>Delivery</b> - Requires a physical address (no PO Boxes). If delivery address is different from above, please provide delivery address below:	
Delivery Address:	
City:	State: Zip:
Delivery Instructions:	
Preferred Pick-up/Delivery Month:	<input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> Other (please specify): _____
<b>Deliveries are through UPS, shipping costs will be included in a final invoice and will be due upon receipt</b> <b>Deliveries requested outside of normal delivery months are considered on a case by case basis and we will do our best to accommodate</b>	

**Notices:**

**Special Notice to Consumers**

Per the Colorado Code of Regulations  
(8 CCR 1203-18)

**Quarantine on the importation of Prunus Species into the San Luis Valley**

We are unable to ship Native Plum or Manchurian Apricot to customers residing in the San Luis Valley  
(Alamosa, Conejos, Costilla, Rio Grande, and Saguache counties)

Chokecherry, however, is allowed

**Instructions:**

Please indicate the total number of seedlings desired in the quantity section (rather than the number of bundles. Please be sure you are ordering in multiples of 25 for Bare Root species.)

**Order:**

Bare Root				
	Species Common Name	Species Botanical Name	Size	Quantity
	American Plum	<i>Prunus americana</i>	<del>X</del>	
	Apricot	<i>Prunus armeniaca</i>	<del>X</del>	
	Bur Oak	<i>Quercus macrocarpa</i>	<del>X</del>	
	Caragana	<i>Caragan arborescens</i>	<del>X</del>	
	Chokecherry	<i>Prunus virginiana</i>	<del>X</del>	
	Hackberry	<i>Celtis occidentalis</i>	<del>X</del>	
	Honey Locust	<i>Gleditsia triacanthos</i>	<del>X</del>	
	Wood's Rose	<i>Rosa woodsii</i>	<del>X</del>	

**Next Steps:**

Please submit your completed order form via email to CSFS\_Trees@colostate.edu

By submitting an order, the customer agrees to the Colorado State Forest Service Nursery's Terms & Conditions of Sale

# Spring 2025 Terms & Conditions of Sale

Colorado State Forest Service Nursery  
5060 Campus Delivery, Fort Collins, CO 80523



These Terms & Conditions of Sale apply to all Colorado State Forest Service Nursery (CSFS Nursery) sale transactions and take precedence over any previous, conflicting, or buyer’s terms and conditions. By submitting an order with the CSFS Nursery, you agree to the following:

## Product Purpose

Seedling trees and plants purchased from the CSFS Nursery are to be used for conservation and/or restoration purposes only. Such purposes include but are not limited to restoration and reforestation efforts following natural disturbances, growing protective windbreaks, shelterbelts, and living snow fences, creating and enhancing wildlife habitats, carbon sequestration in urban areas, and mining reclamation.

## Customer Types

**Cooperators** are agencies or organizations acting as a “retail” outlet by purchasing plants with the intent to resell them to those within their area or district and/or for use in conservation and/or restoration projects.

**Retail** customers are individuals or landowners purchasing smaller quantities of plants for their own conservation and/or restoration purposes on private lands.

**Note:** Cooperators manage the customers and customer orders of their office or area/district directly. Any customers who contact the CSFS Nursery for questions or inquiries regarding their order will be directed to the cooperator they purchased through.

## Products & Pricing

Product	Cooperators	Retail
<b>Bare Root</b> Bundle of 25 plants	\$25.75	\$36.00

## Quality & Grading

The CSFS Nursery focuses primarily on a plant’s survivability through transit and installation and does not grade based on any aesthetic values and should not be marketed as such by cooperators or wholesalers.

## Orders

Orders will be processed on a first-come, first-served basis.

All orders placed must be for full lots (bundles) of a single plant species. Lots cannot be made with a mix of species. Any orders for lots with mixed species or individual plants will not be processed. All orders must identify the product, total number of each plant species (rather than bundles), and a preferred pick-up or delivery window for shipping.

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**Cooperator orders:** A non-refundable deposit of 25% is due 30 days after order confirmation. If not received within 30 days, any allocated inventory may be offered to the next customer. The remaining balance of the order will be due at pick-up or billed at time of shipping.

Cooperator orders may be modified or canceled up to **three weeks or 15 business days** prior to the preferred pick-up or delivery date. After this date, orders are considered final and cannot be modified or canceled.

**Retail orders:** Are considered final and cannot be modified or canceled once payment is received. Invoices are due upon receipt, and failure to remit payment within two weeks may result in order cancellation. Orders should be paid for in advance of distribution, whether via pickup or delivery.

### Distribution Options

Orders made in the Fall/Winter will be ready for distribution the following Spring.

Available distribution options:

**Third-party shipping** is available to all customers via UPS. **Costs for shipping are 20% of the total order with a \$25 minimum.** Customers requesting shipping will be contacted in March to select a date for shipment (Monday only). Orders are typically shipped on Mondays in an effort to prevent damage to plants caused by sitting outside over the weekend, etc. Shipments are usually received within 2-3 business days. Shipping costs will be included on the final invoice. **Note:** The CSFS Nursery is not responsible for damage caused by mishandling of shipments from third-party providers.

**Pick-ups** are encouraged as this option offers the most flexibility and cost-efficiency for customers and the CSFS Nursery. Pick-ups will need to be **scheduled** this year due to construction at the CSFS Nursery. Customers will be contacted once orders have been paid for in full to schedule a pick-up date and time during business hours: Monday through Friday, 7:30am to 4:00pm. Please note that for larger orders, a trailer may be required. CSFS Nursery personnel will assist with loading and will provide pallets if necessary.

**Nursery Delivery for cooperators is not available this year due to construction at the Nursery.**

### Billing Information

**Cooperator orders:** A final invoice including the order balance (less any deposits, if applicable) and any shipping costs will be issued on the date of distribution and will be due 30 days after receipt.

**Retail orders:** An invoice for the order and shipping (if applicable) will be included in the order confirmation email and will be due upon receipt. Failure to remit payment within two weeks may result in a canceled order.

The CSFS Nursery accepts **Cash, Checks, and Credit Card** payments. The CSFS Nursery cannot accept credit card payments from another CSFS office. In this instance an Internal Order (IO) must be used to transfer funds internally.

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Please make checks payable to the Colorado State Forest Service and mail to:

Colorado State Forest Service Nursery  
5060 Campus Delivery  
Fort Collins, CO 80523-5060

Failure to submit payment by the due date will result in the following:

1. When an invoice becomes past due, the account for that customer will be locked, and additional sales will only be possible once the past due balance has been made current.
2. An invoice one month past due will be subject to a late fee (finance charge) of 3% of the total balance (minimum \$25) per month until the balance is paid.
3. Invoices which reach three months past due may be turned over to a collection's agent.

### Refunds & Exchanges

Trees are living organisms, and countless variables impact the overall health and success of the plant after installation. This is especially true of young seedling stock. **As such, there can be no guarantee of survival or warranty on purchased seedlings.**

The CSFS Nursery will try to ensure that only healthy, viable plant material will be sold. If there are concerns about the health of any plants received the Nursery must be notified **within 2 weeks** of receiving the order. Email the Nursery with the following information:

1. Take several clear and detailed pictures of those plants.
2. Email the pictures and as much detail as possible to [CSFS\\_Trees@mail.colostate.edu](mailto:CSFS_Trees@mail.colostate.edu).
3. If the CSFS Nursery determines that the trees shipped are not viable, replacements will be sent. An alternative will be offered if the same species is no longer available. **No monetary refunds** will be issued unless the orders cannot be replaced, and no suitable alternative is available.