

**Instructions for filling out the Application Request Order form in Season**

1. Under the date: record the date submitting the order.
2. Under the crop: record the crop to be sprayed.
3. Under the Name & City of Requesting Agent: record who is submitting order.
  - a. should include:
    - i. 1<sup>st</sup> line - name of dealership, if dealership is submitting
    - ii. or name of individual, if individual is submitting
    - iii. 2<sup>nd</sup> line - city
    - iv. 3<sup>rd</sup> line – contact phone number
    - v. 4<sup>th</sup> line – email address
    - vi. 5<sup>th</sup> line - number of pages being faxed and fax number

*Note: 1<sup>st</sup> and 2<sup>nd</sup> line information follows thru to the top of the corresponding map(s) tabs.*
4. Under the Product 1: record product to be sprayed.
5. Under the Rate: record the rate of the product to be sprayed.
6. Under the Product Unit Size: record ounces, pint, quart or pounds for the product being sprayed.
7. If using more than one product, circle or **BOLD** either and or or.
  - a. If **and** is circled or bolded, that informs us that you are requesting a combination of products applied to the fields listed.
  - b. If **or** is circled or bolded, that informs us that you are requesting a second choice of product, if the first product is not available.
8. If requested, complete Product 2 and Product 3 the same as Product 1 as stated in steps 4, 5, and 6.
9. Under County, Township, Section, Grower Name, Farm/Field Name:
  - a. There is 2 lines for information
    - i. 1<sup>st</sup> line enter County, Township and Section number
    - ii. 2<sup>nd</sup> line enter Grower Name, Farm/Field name

*Note: 2<sup>nd</sup> line information follows thru to the top of the corresponding map(s) tabs.*

**Example: McLean, Lexington, S11  
Joe Farmer, Goddard Farm**
10. Under acres: record total acres in field to be sprayed.
  - a. Note: if only spraying partial fields, please make a note to us that you are only spraying the north 40 of 80 ac field. **Also, on the plat map only outlined the area to be sprayed.**

11. Under billing information: list who is to be billed; either the dealer/fertilizer plant or grower. If grower, list grower name and what percent to be billed.
  - a. Example if dealer/fertilizer plant: 100% D&J Elevator
  - b. Example if grower/splits: 50% Bob Jones, 50% Joe Smith
12. If application target date range is blank, we will not process those farms/fields.
13. Addition Information Area:
  - a. Billing address for growers – **Use 911 addresses.**
  - b. List a contact name and phone number for us to call if we have questions about the order.
  - c. List comments/special order requirements: record special instructions such as only spraying north ½ (40ac) of total field of 80 ac
14. Orders and maps may be submitted by fax, email, or hand delivered.

#### **Restrictions and Special Situations**

1. Fields next to towns, subdivisions, or golf courses can't be sprayed if 2 to 3 sides of the field are surrounded by these areas.
2. If a side of a field is close to the above areas, we will require appropriate conditions such as favorable winds.
3. Notification needs to be given to bee keepers who have bees within 3 miles of field.
4. Notification needs to be given to people who have horses, cattle, organic gardens, sweet corn patches that are close to spray areas. Wind turbine crews need notification.
5. No partial fields unless time allows.
6. Small plots may be charged at a higher application rate.
7. If the location of wind turbine(s) in the field and surrounding the field interferes with the flight pattern of spraying the field, there may be a higher application rate.

#### **Attachments that need to be included with Application Request Order form:**

1. A county plat map of the township where the field is located.
2. A field map would be helpful for location of high lines, wind turbine(s), ponds, buildings, nearby organic fields, odd shaped field and etc.

If not using computerized drawn maps, need to copy a plat map from Rockford Map Plat book and marked as follows:

- i. Outlined the field to be sprayed in black.
- ii. Record Requesting Agent information
- iii. Record crop
- iv. Record grower name and farm/field name
- v. Record acres
- vi. Record Lat/Long GPS coordinates