

## **Instructions for Submitting Pre-season (Planning) of Orders**

1. Fill out Application Request Order form after fields are planted.
2. Follow the 'Instructions for filling out the Application Request Order form' to only fill in information for the following:
  - a. Requesting Agent Name, City, Phone, and Email Information
  - b. Crop
  - c. County, Township, Section
  - d. Grower Name, Farm/Field Name
  - e. Acres
  - f. Billing Information
3. When submitting order in season for application, you will need to fax the request order with remaining information filled in:
  - a. Date of order submitted
  - b. Product, rate, and product unit size
  - c. Include the application target date range you would like the spraying done.

Note: Application request order form can have up to 5 farm/fields listed. If your request order form has more than one farm/field(s) listed and say only 2 are ready to enter an application target date range, please only record those 2 farm/fields that are ready to be sprayed with a target date range.

If an application target date range is blank, we will not process those farm/fields.