***First SAVE this form onto your computer, THEN fill it in***

To place an order, please complete this ORDER FORM and email to bandingoffice@doc.govt.nz

Please refer to the [PRICE LIST](https://www.doc.govt.nz/Documents/our-work/bird-banding/nznbbs-price-list.pdf) for a description and prices of items available

🛈 We endeavour to process your order within 10 working days; you will be informed if there are any issues or delays.

🛈 Due to international supply chain issues, there may be a turnaround time of *up to six months* if you order something not in stock.

🛈 Orders placed during June or December will only be processed the following month.

🛈 Shipping costs will be calculated separately.

**CONTACT DETAILS**

Full name Name and Surname

Phone Contact phone number

Email Email address

Physical address

Please provide a physical address in case we need to courier your order. Remember to select shipping options. Affiliation (or ordering on behalf of):

[ ] DOC [ ]  Other (please specify)

Name of affiliation (or ordering on behalf of)

Postal address

Please provide a postal address for posting of order. Shipping included only for small parcels excluding bands and < $200 worth – see shipping options

**ORDER SUMMARY** (please tick items, and complete detail below):

[ ]  Metal bird bands 🡪 [ ]  numbered and/or [ ]  blank

[ ]  Bat bands

[ ]  Coloured butt bands [ ]  Coloured wrap-around bands

[ ]  DOC weldable bands 🡪 [ ]  for hihi / black robin and/or [ ]  for other species | [ ]  have suitable [soldering iron](https://www.jaycar.co.nz/battery-powered-6w-soldering-iron/p/TS1535)

[ ]  Mist-nets

Requirements met:

[ ]  I take [responsibility](https://www.doc.govt.nz/our-work/bird-banding/how-to-become-a-certified-bander/privileges-and-responsibilities-level3/) for *bands / mist-nets* as a Level 3 operator NZNBBS xxxx for the species and capture methods

[ ]  I **attach** a letter from a Level 3 operator NZNBBS xxxx accepting [responsibility](https://www.doc.govt.nz/our-work/bird-banding/how-to-become-a-certified-bander/privileges-and-responsibilities-level3/) for *bands / mist-nets*

[ ]  **Attach** project’s colour banding details (*used & proposed* combinations – a copy of the list you are working from)

[ ]  All my banding data are up to date in the [FALCON Bird Banding app](https://app.birdbanding.doc.govt.nz/) / [ ]  I require assistance with data submission

Name of [Registered Project](https://app.birdbanding.doc.govt.nz/projects)/s:FALCON Project Name; *if not yet Registered, please do so*.

[ ]  Notebooks / bird bags / weighing cones

[ ]  Pesola scales

[ ]  Banding / Circlip Pliers

[ ]  Calipers

[ ]  Wing Rules

[ ]  Other

**URGENCY OF ORDER?**

Please select

Need by specific date:

Please select a date.

Reason for urgency if < 1month:

Click or tap here to enter text
.

**ORDER DETAILS (please complete the details of your order – check** [PRICE LIST](https://www.doc.govt.nz/Documents/our-work/bird-banding/nznbbs-price-list.pdf) **for specifications)**

**Numbered Metal Bands** (L3: CHECK correct band sizes for species; for BLANK bands enter details in Comments)

|  |  |  |  |
| --- | --- | --- | --- |
| **Prefix** | **How many bands** | **Species to be banded**  | **Comments** |
| Prefix | Select number. | Please list all species | Click or tap here to enter text. |
| Prefix | Select number. | Please list all species | Click or tap here to enter text. |
| Prefix | Select number. | Please list all species | Click or tap here to enter text. |
| Prefix | Select number. | Please list all species | Click or tap here to enter text. |
| Prefix | Select number. | Please list all species | Click or tap here to enter text. |
| Prefix | Select number. | Please list all species | Click or tap here to enter text. |

**Coloured Split (Butt) Bands - standard**

|  |  |  |  |
| --- | --- | --- | --- |
| **Internal Diameter** | **Total no.** | **Species** | **How many of each colour** (multiples of 10) |
| mm | Total, e.g. 50 | Please list all species  | e.g. 10 blue, 20 red, 30 yellow |
| mm | Total, e.g. 50 | Please list all species  | e.g. 10 blue, 20 red, 30 yellow |
| mm | Total, e.g. 50 | Please list all species  | e.g. 10 blue, 20 red, 30 yellow |

**DOC Weldable Bands – note: these bands *must* be soldered**

|  |  |  |  |
| --- | --- | --- | --- |
| **Colour bands** | **Total no.** | **Species** | **How many of each colour** (multiples of 8) |
| mm | Total, e.g. 64 | Please list all species  | e.g. 8 blue, 16 red, 40 yellow |
| mm | Total, e.g. 64 | Please list all species  | e.g. 8 blue, 16 red, 40 yellow |
| **RFID colour bands** | **Total no.** | **Species** | **How many of each colour** (multiples of 6) |
| mm | Total, e.g. 84 | Please list all species  | e.g. 6 blue, 18 red, 60 yellow |
| mm | Total, e.g. 84 | Please list all species  | e.g. 6 blue, 18 red, 60 yellow |

**Bulk Material for Wrap-around Bands** (Darvic/Salbex strips/sheets – wrapping of bands NOT included)

|  |  |  |  |
| --- | --- | --- | --- |
| **Material** | **How many strips/sheets** | **Strip width (mm)** | **How many strips/sheets of each colour** |
| Select material | Total no. of sheets/strips | Strip width  | e.g. 10 red, 10 grey, 20 blue, 10 yellow |

**Comment**: Click or tap here to enter text.

**Notebooks, Bags, Weighing Cones**

|  |  |
| --- | --- |
| **Item** | **Number** |
| Select item | Number |
| Select item | Number |
| Select item | Number |

**Pesola Scales**

|  |  |
| --- | --- |
| **Item** | **Number** |
| Select item | Number |
| Select item | Number |
| Select item | Number |

**Wing Rules / Calipers**

|  |  |
| --- | --- |
| **Item** | **Number** |
| Select item | Number |
| Select item | Number |
| Select item | Number |

**Banding / Circlip Pliers**

|  |  |
| --- | --- |
| **Item** | **Number** |
| Select item | Number |
| Select item | Number |
| Select item | Number |

**Mist-nets**

|  |  |
| --- | --- |
| **Item** | **Number** |
| Select mist-net | Number |
| Select mist-net | Number |
| Select mist-net | Number |

**Other / additional**

|  |  |
| --- | --- |
| **Item** | **Number** |
| Other | Number |
| Other | Number |
| Other | Number |

**Comments:** Notes

**Shipping options – select option/s below**

Courier costs will be calculated based on guideline below ([NZ Couriers](https://www.nzcouriers.co.nz/ticket_calculator.html)); these prices are indicative only, please confirm shipping costs before payment. Please note that parcels containing bands, are worth more than $200 or cannot fit into an A4 envelope will be sent via courier only.

|  |
| --- |
| **COLLECT -** arrange to pick up from Conservation House, Wellington |
| [ ]  | Arrange with Banding Office to collect | free |
| **POST -** Note: parcel will not be tracked nor replaced if lost **(< $200 worth and not including bands)** |
| [ ]  | Small parcels only (fits in A4 envelope)  | shipping included |
| **COURIER -** tracked parcel, max 5 kg / 0.025 m3 (~35 x 35 x 20 cm) **(any parcel including bands or worth > $200)** |
| [ ]  | Small parcels only (fits in A4 envelope) | $4.50 |
| North Island |
| [ ]  | Wellington Region | $8.00 |
| [ ]  | Rest of North Island | $9.00 |
| South Island |
| [ ]  | Marlborough, Canterbury, Nelson, Tasman | $13.00 |
| [ ]  | Rest of South Island & Rakiura | $16.00 |
| Residential / Rural delivery (anywhere): **add** to courier cost |
| [ ]  | Residential Delivery: add $1.50 | $1.50 |
| [ ]  | Rural Delivery: add $4.00 | $4.00 |
| Other shipping arrangements |
| [ ]  | Chatham Island / overseas | Please contact us |
| [ ]  | Parcel likely to exceed 5 kg / 0.025 m3 (bulky or large orders may incur additional costs) | Please contact us |
| [ ]  | Would like to make another arrangement | Please contact us |

**Payment Options**

[ ] **DOC project:** need new [Cost Centre code](https://doccm.doc.govt.nz/cwxv4/wcc/faces/wccdoc?dDocName=DOC-7081131) Cost Centre code

[ ] **Internet Banking:** DOC bank account details: Department of Conservation

Bank: Westpac

Branch: NZ Government Branch

Account number: 03 0049 0002808 00

Reference: **BANDING OFFICE** **3012330**

Please wait for confirmation of order and shipping costs from the Banding Office before making payment.

[ ] **Invoice** (if set up as a DOC customer)

[ ] **University or City Council:**

Purchase Order Number Purchase Order Number (order will be delayed until Purchase Order number is supplied)