

DEPARTMENT OF NATURAL RESOURCES

PUBLIC NOTICE

Invitation for Bids on Timber Stumpage

Sealed bids will be received at the **DNR Peshtigo Service Center, 101 N Ogden Road - Suite A, Peshtigo, Wisconsin, 54157**, up to **8:30 a.m.** on **Wednesday, December 5, 2018**, and will be publicly opened immediately thereafter for timber stumpage included in this prospectus. The State of Wisconsin, Department of Natural Resources reserves the right to reject any or all bids and to accept the bids they deem most reliable. All timber sales advertised are Third Party Certified.

BIDDING REQUIREMENTS

All bids must be submitted on a Department Timber Sale Bid (Form 2400-049) and sealed in an envelope clearly marked on the outside - "SEALED BID – TIMBER STUMPAGE". State sales require that the minimum total bid price be met or exceeded. An acceptable bid must have a price for each species and product listed, but only the total has to meet the minimum total bid price to be accepted as a valid bid. In the case of a tie bid, the bidders must resubmit new bids within three days. Failure to resubmit bids will invalidate the original bid and the sale will be awarded to the other bidders. At any time prior to the reading aloud of any bids for a particular sale, bidders may withdraw their bid from consideration. This can be done in person or by written instruction to the DNR prior to conducting the bid opening.

Bids shall include all of the following information:

1. Tract number OR advertised job number.
2. List of all species to be cut, utilization specifications, estimated volumes as listed on the timber sale prospectus/map and a bid price per unit for each species and product listed. A bid will be rejected if any individual species/product bid is \$0.
3. **A bid bond is NOT required.** Winning bidders will have 2 weeks from the date of the bid opening to sign the contract and 6 weeks from the date of the bid opening to submit an acceptable performance bond to the department. If the winning bidder fails to execute the contract and submit an acceptable performance bond, the bidder shall be required to forfeit to the department an amount equal to 10% of the total bid amount. Failure to forfeit the 10% penalty will result in the bidder being considered ineligible to bid on any state timber sales for a two-year period.
4. Check off the type of performance bond to be used in the appropriate box on the bid form. *See additional requirements for performance bonds below.
5. Signature and address of bidder.

ADDITIONAL REQUIREMENTS

Performance bonds of a minimum of \$1,000 or 15% of the total bid value is required upon the signing of a timber sale contract. Contracts must be signed within 2 weeks of the bid opening and performance bonds must be received within 6 weeks of the bid opening. Expiration dates for assurance bonds or letters of credit shall not be less than 4 years from the contract beginning date and extend at least one year past the contract ending date if contract extensions are issued, as evidence of the bidder's intention to faithfully carry out the provisions of the contract. Upon completion of the timber sale, the performance bond may either be refunded/released or withheld in total or in part as liquidated damage according to the conditions of the sale. Performance bonds will not be applied toward the final stumpage payment.

Training Requirement: The purchaser shall ensure that at least one in woods person actively engaged in performance of this contract and responsible for the logging site complies with the Wisconsin SFI (Sustainable Forestry Initiative) Training Standard as adopted by the Wisconsin SFI Implementation Committee (SIC). Criteria for the standard can be found at the website <http://fistausa.org/content/how-become-sfi-trained> or by contacting Forest Industry Safety & Training Alliance (FISTA). The purchaser must provide documentation to the Seller that training has been attained.

Worker's Compensation Law Certificate: The contractor (purchaser) shall provide the Department with an original Certificate of Insurance indicating that Worker's Compensation Insurance coverage is provided for all of the contractor's (purchaser's) employees working under the contract during its duration. Contractors claiming an exemption from the Wisconsin Worker's Compensation Act must provide proof that they are not required to have it. This Certificate must be in the Department file prior to the beginning of any work within the contract area. The purchaser shall notify the Department in writing immediately upon any change in or cancellation of insurance coverage required under the contract.

Sales Tax Exempt Status: The purchase must provide a completed copy of the Wisconsin Department of Revenue Sales Tax Use Exemption Certificate (WI Department of Revenue Form S-211.)

Heterobasidion Root Disease – HRD (formerly Annosum Root Rot) Treatment: Some of the timber sales advertised **REQUIRE** the Contractor to complete HRD treatment within the timber sale area. Review the timber sale information and maps closely to determine where and when treatment is required. Treatment will follow the most current risk-based prevention guidelines. Treatment must be performed by a Certified Pesticide Applicator through Wisconsin Department of Agriculture, Trade, and Consumer Protection. Proof of Certification will be required prior to starting treatment. The Seller will not provide the fungicide for application. The contractor is required to report the type and amount of fungicide used. For additional HRD information: <http://dnr.wi.gov/topic/foresthealth/annosumrootrot.html>

GENERAL SALE CONDITIONS

The following conditions apply on all timber sales unless stated differently on the individual sale map.

Contracts:

1. A sample State of Wisconsin Timber Sale Contract is available for review prior to bidding.
2. Contracts are for 2-years, unless noted otherwise, with the contract ending late listed for each sale. **Cutting on these sales shall be completed during the original contract period. Contract extensions will be granted only when the sale operator can show just cause for an extension.**
3. Contracts are not to continue for longer than a 4-year period.
4. Requests for contract extensions must be submitted prior to the expiration date of the contract. Extensions may be granted by the DNR or its authorized representative for six-month periods unless stated otherwise in contract language. The first extension of an expiring contract will have a 5% increase of bid value, and any subsequent extensions will include an additional 10% increase per extension, unless noted otherwise.

Cutting and Utilization:

1. Each timber sale has individual specifications. Be sure to read all the conditions and requirements listed on the individual sale map and within this prospectus carefully. Contact the DNR Forester listed for the sale if you have questions prior to bidding. Harvest restrictions listed for each sale may be lessened during the contract period based on updated policy and/or research.
2. Whenever a sale area is divided into two or more cutting zones, one zone must be completed before cutting may begin within another zone, unless authorized. Trees designated not to be cut may not be removed for any reason without permission from the Wisconsin DNR.
3. All trees designated for cutting that will make one or more 100-inch pulpwood sticks to the minimum top diameter chosen by the bidder will be cut, unless specific otherwise. All timber marked or designated for cutting will be utilized whether the quantity is more or less than estimated.
4. Volume to be cut is estimated, but not guaranteed. Volumes are estimated and bid to a standard 4" minimum utilization standard for pulpwood and 10" for sawlogs unless indicated otherwise. If the timber volume exceeds the estimate, as a whole or by species, the purchaser has the obligation to cut and remove it, paying the unit bid price. If there is less timber than estimated, there is no obligation of the seller to make up the "shortage".
5. Fuelwood can only be harvested in approved biomass harvest sales – noted for each advertised sale. Fuelwood is defined as dead trees, unmerchantable parts of the trees, and wood less than 4" diameter on marked or designated trees that are not utilized as pulpwood. If utilization to a smaller diameter is desired by the contractor and approved by the property manager and forester, a price and volume estimation to account for the additional fiber harvested will be agreed upon and included in the timber sale contract payment schedule.
6. Unless noted, all slash shall be lopped and scattered within 30 inches of the ground. No slash shall be left hung-up or placed across property lines.
7. Oak trees may not be cut between April 15th and July 15th to prevent the spread of oak wilt, unless specific otherwise on the sale map or within this prospectus. Exceptions may be considered on a case by case basis.

Roads, Trails, and Landings:

1. All landing locations and wood access roads need prior approval before construction begins.
2. Woods roads, trails, and landings shall be restored to contract specifications prior to sale closeout. All merchantable wood bulldozed out during road construction must be utilized.

3. Unless indicated otherwise, all access or use of adjacent private lands is the responsibility of the bidder.
4. It is the responsibility of the contractor to any required permission from the appropriate Township to haul upon or deck wood along Town Roads.

Scaling Specifications:

1. Each sale specifies how the wood will be scaled and sold: lump sum, mill scale, or field scale.
2. Any firewood sold to a private entity by the contractor must be stick-scaled by the DNR prior to leaving the timber sale, unless an alternate method of sale and volume accounting is agreed upon by all parties.
3. Stumpage sold as mill scale that will not be hauled to a scale will be field scaled by the DNR Forester. Unless specified otherwise, the contractor should provide a minimum 2-day notice for a requested field scale. For sales sold by tons, the enclosed DNR weight conversions will be used for field scaling.
4. When there is no sawlog volume listed on the timber sale prospectus, bolts and logs may be scaled as cordwood. Scale sheets with board feet volumes (using the Scribner Decimal "C" log rule) will be converted to cordwood volume using standard DNR conversion factors.
5. The conversion factor for cordwood to MBF is 2.44 cords per MBF for softwoods, and 2.20 cords per MBF for hardwoods.
6. When peeled cordwood is scaled, 12.5% will be added to hand peeled volume.
7. Lump sum sales required pre-payment for the entire sale amount prior to any harvesting or work on the sale begins. Larger lump sum sales may be broken into defined zones for payments.

Best Management Practices: Wisconsin's Best Management Practices for Water Quality (BMP's), Best Management Practices for Invasive Species, and Woody Biomass Harvesting Guidelines must be followed on all DNR timber sales. Copies of each are available from the DNR. Equipment must be cleaned prior to starting and leaving timber sales to prevent the introduction and spread of invasive species.

Weight Conversion Factors: The following weight conversion factors will be used to convert from standard cord to tons.

CORDWOOD WEIGHT CONVERSION FACTORS (POUNDS PER CORD AND TONS PER CORD)

<u>Species</u>	<u>Weight (lbs)</u>	<u>Weight (tons)</u>	<u>Species</u>	<u>Weight (lbs)</u>	<u>Weight (tons)</u>
Hemlock	4800	2.400	Yellow Birch	5350	2.675
Tamarack	4650	2.325	Hard Maple	5100	2.550
Red Pine	4500	2.250	Beech	5050	2.525
Jack Pine	4250	2.125	Elm	5000	2.500
Balsam Fir	4250	2.125	Balsam Poplar	4900	2.450
White Pine	4200	2.100	White Birch	4800	2.400
Spruce	4000	2.000	Cottonwood	4650	2.325
Cedar	3150	1.575	Ash	4600	2.300
White Oak	5850	2.925	Soft Maple	4550	2.275
Red Oak	5500	2.750	Aspen	4500	2.250
Hickory	5400	2.700	Basswood	3850	1.925
Mixed Hardwood	4800	2.400	Locust	5300	2.650

Payments: Timber will not be removed from any sale area until paid for or a satisfactory guarantee for payment is made. Qualifying contractors have the option for deferred payments. Under this option, payment for scaled or haul ticket wood must be received within 30 days of billing. If a payment is received later than 30 days, a late interest penalty of 1.5% for every 30 days on past due stumpage in excess of the 30-day period will apply. Violations of payment provisions will result in the contractor having to pre-pay for the remainder of the sale. Additional violations, even on separate sales, will result in the purchaser being required to pre-pay on all State timber sales for a two-year period.

TIMBER SALE TRACT INFORMATION

Please review the timber sale for harvest prescriptions, requirements, restrictions, scale method, access issues, contract ending date, and other pertinent details. Please note that the volumes listed are estimates only. A DNR Forester is listed for each sale if you have specific questions or concerns.

All lands included in these tracts are Third Party Certified.

JOB #1: Boat Landing 7 Sale (TRACT 3810-02-17) – Mill Scale

Property: Peshtigo River State Forest

Contact Forester: Cole Couvillion – DNR Wausaukee – (715) 927-0016

Location: Sections 18 & 19, T33N-R19E, Town of Stephenson, Marinette County

- ✓ 30 acres of timber stumpage with the following estimated volume:
 - 190 cords northern pin oak (includes 48 MBF)
 - 120 cords jack pine (includes ~ 2 cords spruce and fir)
 - 50 cords mixed hardwood
 - 35 cords aspen
- ✓ See timber sale management map for specific harvest requirements.
- ✓ Contractor is responsible for access through private lands.
- ✓ Mill scale sale, with any firewood being field scaled.
- ✓ Oak wilt restrictions – no harvesting April 15th – July 15th
- ✓ Biomass Harvest is NOT approved.
- ✓ 2-year contract

JOB #2: Stroika Lane Oak Sale (TRACT 3810-04-17) – Lump Sum Sale

Property: Peshtigo River State Forest

Contact Forester: Cole Couvillion -DNR Wausaukee – (715) 927-0016

Location: Section 22 (Gov Lots 5,6,7,8) and Section 27 (Gov Lot 1), T32N-R19E, Town of Stephenson, Marinette County

- ✓ 90 acres of timber stumpage with the following estimated volume:
 - 950 cords mixed hardwood (58% oak, 37% maple, 3% white ash, 2% basswood)
 - 378 MBF red oak
 - 69 MBF mixed hardwood (82% maple, 18% white ash)
 - 10 MBF basswood
- ✓ See timber sale management map for specific harvest requirements.
- ✓ Contact DNR Team Leader Cole Couvillion to obtain private landowner contact information for potential sale access.
- ✓ Oak wilt restriction: Harvesting, skidding, and road/landing work will NOT be allowed between April 15th and July 15th.
- ✓ Biomass Harvest is NOT approved.
- ✓ 2-year contract

JOB #3: GTSP Oak/Pine Thin Sale (TRACT 3809-01-17) – Lump Sum Sale

Property: Gov. Thompson State Park

Contact Forester: Cole Couvillion – DNR Wausaukee – (715) 927-0016

Location: Sections 9,16, & 23, T33N-R18E, Town of Stephenson, Marinette County – 2 maps

- ✓ 98 acres of timber stumpage with the following estimated volume (2 timber sales maps for this sale):
 - 260 cords red pine (4% jack pine, 3% white pine)
 - 300 cords mixed hardwood (oak and maple)
 - 117 MBF red oak (4% white oak)
 - 3 MBF red maple (33% white ash)
- ✓ See BOTH timber sale management maps A and B for specific harvest requirements.
- ✓ NO harvesting in oak thinning units from April 15th through September 15th, no harvesting or road work in pine thinning units from December 1st through March 1st.
- ✓ HRD (Annosum) treatment required on conifer stumps in pine thinning units, following the most current DNR guidance.
- ✓ Biomass Harvest is NOT approved.
- ✓ 2-year contract

JOB #4: Lily Lake Sale (TRACT 3819-01-17) – Mill Scale

Property: Pike Wild River Property

Contact Forester: Derrick McGee – DNR Wausaukee – (715) 927-3400

Location: Section 10, T36N-R16E, Town of Dunbar, Marinette County

- ✓ 26 acres of timber stumpage with the following estimated volume:
 - 500 cords red pine
 - 25 cords scrub oak
- ✓ See timber sale management map for specific harvest requirements.
- ✓ Harvesting and road/landing work can only occur between October 15th – April 1st due to Manual Code 1031.2.
- ✓ HRD (Annosum) treatment required on conifer stumps between October 15th and November 30th, following the most current DNR guidance.
- ✓ Biomass Harvest is NOT Approved.
- ✓ 2-year contract – NO contract extensions will be considered.

JOB #5: East Aspen Sale (TRACT 3888-01-18) – Lump Sum Sale

Property: Town Corner Wildlife Area

Contact Forester: Bruce Djupstrom – DNR Pembine – (715) 781-9622

Location: Section 1, T35N-R19E, Town of Athelstane, Marinette County

- ✓ 63 acres of timber stumpage with the following estimated volume:
 - 750 cords aspen
 - 360 cords oak
 - 290 cords mixed hardwood
 - 200 cords balsam fir
- ✓ See timber sale management map for specific harvest requirements.
- ✓ Oak wilt harvest restrictions - no harvesting April 15th – July 15th
- ✓ Contractor is responsible for obtaining access across private property.
- ✓ Biomass Harvest Approved
- ✓ 2-year contract

JOB #6: Clean-Up Sale (TRACT 3804-01-18) – Field Scale

Property: Dunbar Barrens State Natural Area

Contact Forester: Bruce Djupstrom – DNR Pembine – (715) 781-9622

Location: Sections 17,20,21 – T37N R18E, Town of Dunbar, Marinette County

- ✓ 62 acres of timber stumpage with the following estimated volumes:
 - 190 cords + 51 MBF oak
 - 125 cords aspen
 - 55 cords mixed hardwood
 - 35 cords jack pine
 - 25 cords red pine mixed product
 - 30 cords fuelwood
- ✓ See timber sale management map for specific harvest requirements.
- ✓ Harvesting activity will only be allowed between October 1 and March 31.
- ✓ HRD (Annosum) treatment required between April 1st and November 30th, following the most current DNR guidance.
- ✓ Biomass harvest is NOT approved.
- ✓ 3-year contract

2018 Fall Bid Opening State Timber Sales Marinette County

Dunbar Barrens State Natural Area
Clean-Up Sale
Tract #3808-01-18

Pike Wild River Property
Lily Lake Sale
Tract #3819-01-17

Town Corner Wildlife Area
East Aspen Sale
Tract #3888-01-18

Gov. Thompson State Park
Oak/Pine Thin Sale - MAP A
Tract #3809-01-17

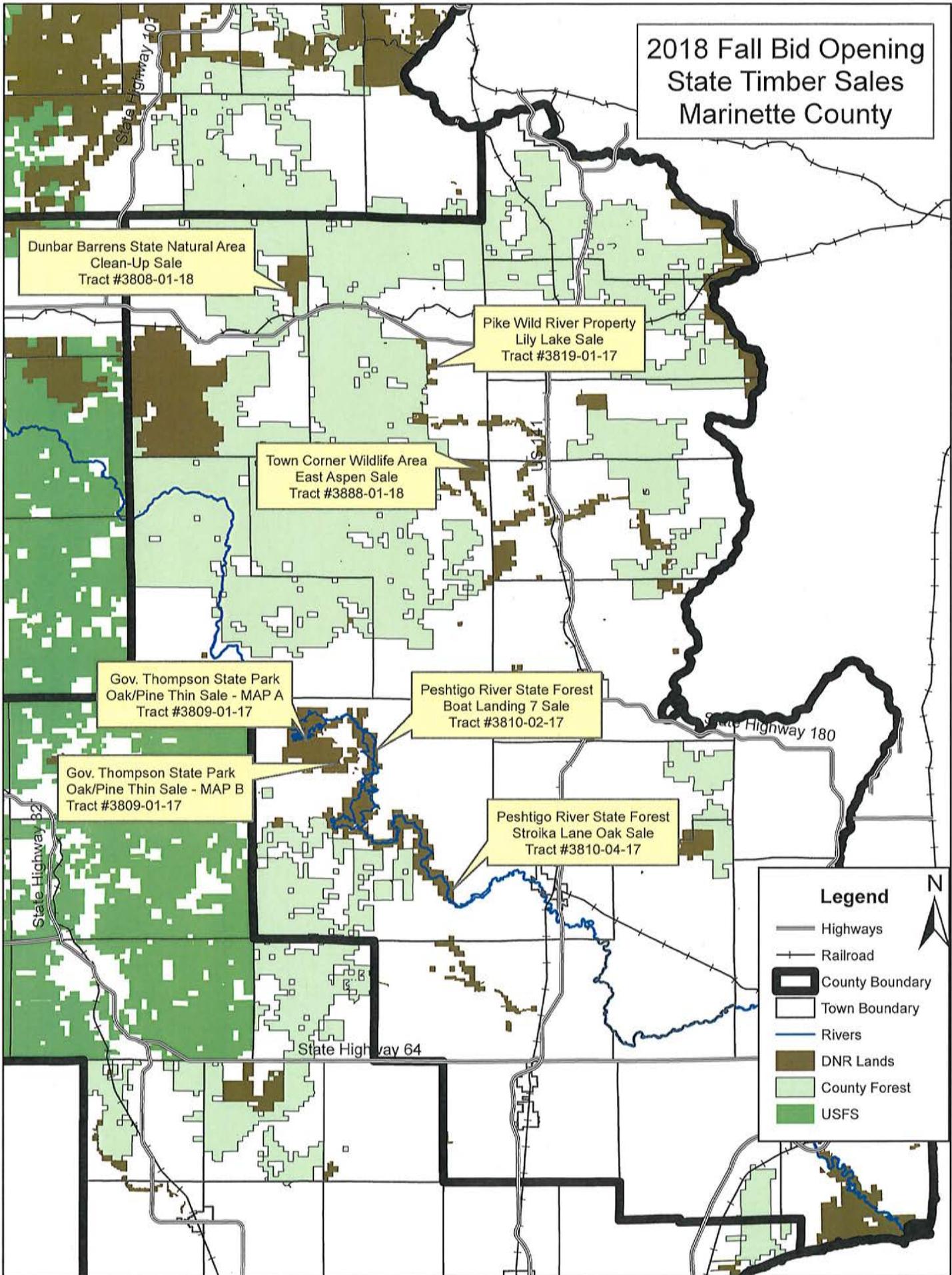
Peshtigo River State Forest
Boat Landing 7 Sale
Tract #3810-02-17

Gov. Thompson State Park
Oak/Pine Thin Sale - MAP B
Tract #3809-01-17

Peshtigo River State Forest
Stroika Lane Oak Sale
Tract #3810-04-17

Legend

-  Highways
-  Railroad
-  County Boundary
-  Town Boundary
-  Rivers
-  DNR Lands
-  County Forest
-  USFS

Wisconsin Department of Natural Resources
**Peshtigo River State Forest
 Boat Landing 7 Timber Sale**



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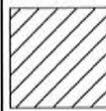


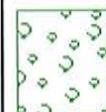
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30 Acres

Tract #3810-02-17, Sale #3810-
 Gov Lots 1 & 2, Section 18, T33N R19E
 Gov Lot 3, Section 19, T33N R19E
 Town of Stephenson, Marinette County

Cutting Requirements:

 **COPPICE WITH RESERVES (30 acres):**
 Harvest all trees greater than 4" DBH. Do not harvest white pine, red pine, white spruce, white oak, cedar, hemlock, beech, yellow birch and any trees marked in green paint.

 **REGENERATION AREA:** Effort shall be made to protect established regeneration in this area. No harvesting shall be done in this area and skidding operations should be contained to primary woods road.

Sale Details:

Oak Wilt Restriction: NO harvesting allowed April 15 - July 15
 All timber cruised for utilization to a 4" top.
 Biomass harvest is NOT allowed. Mill-scaled.
 DNR Contact: Cole Couvillion 715-927-0016.

Estimated Volumes:

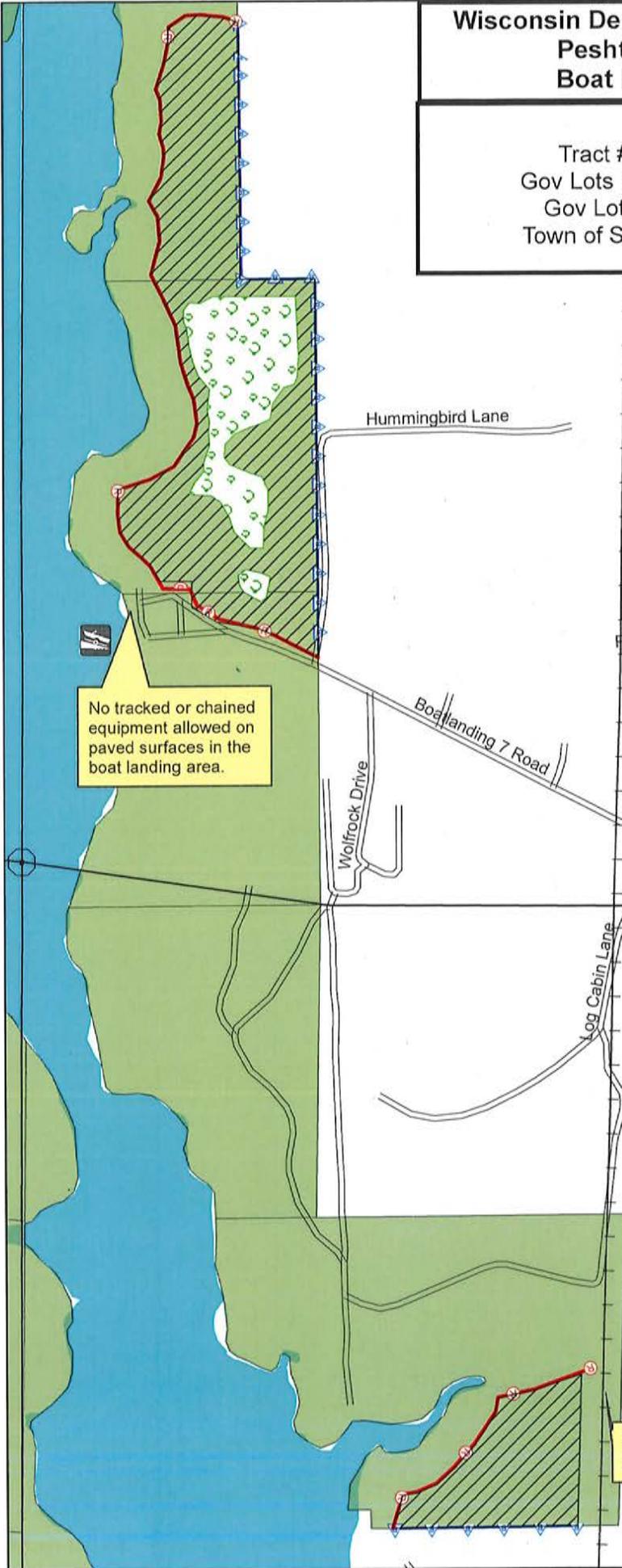
Northern Pin Oak: 190 cords (includes 48 MBF)
 Jack Pine: 120 cords (includes 2 cds spruce & fir)
 Mixed Hardwood: 50 cords
 Aspen: 35 cords

No tracked or chained equipment allowed on paved surfaces in the boat landing area.

East side cutting boundary is the utility right of way area.

LEGEND

-  Town Road
-  Section Corner
-  Section Line
-  Powerline
-  Regeneration Area
-  Harvest Area
-  Red_Line
-  Blue_Line
-  State Owned Land
-  Water



Notice: Completion of this form is mandatory. The Department will not recognize your bid unless you complete and submit this form. Personal information collected will be used for program administration and may be provided to requesters as required by Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats.].

Date

Bidder Name

Street Address	City	State	ZIP Code
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Property Name (if any) Peshtigo River State Forest - Boat Landing 7 Sale - MILL SCALE	Tract Number 3810-02-17
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Date and Hour of Bid Opening Wednesday, December 5, 2018 - 08:30 am	Minimum Acceptable Bid (optional) \$ 11,699.50
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Species-All bids including Lump Sum bids must be by species	Utilization Specifications	Advertised Value Per Unit (optional)	Estimated Volume	Volume Units	Price Bid Per Unit	Total Bid Value on Estimated Volume
Oak pulpwood	4" minimum diameter		190	cords		
Jack pine pulpwood	4" minimum diameter		120	cords		
Mixed hardwood pulpwood	4" minimum diameter		50	cords		
Aspen pulpwood	4" minimum diameter		35	cords		

The award shall be based on this TOTAL BID AMOUNT:

Performance Bond

Will be in the form of: (select one)

- | | |
|--|---|
| <input type="radio"/> Cash | <input type="radio"/> Assurance Bond |
| <input type="radio"/> Personal Check | <input type="radio"/> Certificate of Deposit |
| <input type="radio"/> Certified Check/Money Order | <input type="radio"/> Assignment of Savings Account |
| <input type="radio"/> Irrevocable Letter of Credit | |

I understand that any or all bids may be rejected and that consideration and awarding of a contract will be based upon my past performance and ability to complete contracts. **I also understand that if I am the winning bidder, I have 6 weeks from the date of the bid opening to submit an acceptable performance bond. I also understand that if I am awarded the contract and fail to execute it or work under it, I will be required to forfeit to the Department an amount equal to 10% of my total bid amount.** Failure to forfeit the 10% penalty will result in being considered ineligible to bid on any state timber sales for a two-year duration. In the event the highest bidder can not or will not sign the contract, the award will be made to the next highest qualified bid.

Notice: I understand:

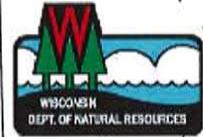
Utilization specifications and estimated volumes are listed in the prospectus which is available upon request from the Department.

A copy of the standard timber sales contract which must be entered into is available upon request from the Department.

Signature of Bidder
Bidder's Name (Please Print or Type)
Phone Number (include area code)
Email Address (optional)

**Wisconsin Department of Natural Resources
Peshtigo River State Forest
Stroika Lane Oak Timber Sale**

90 Acres
Tract # 3810-04-17
Gov Lots 5, 6, 7, 8 - Section 22 - T32N R19E
Gov Lot 1 - Section 27 - T32N R19E
Town of Stephenson, Marinette County



N



1:15,840

Cutting Requirements:



CLEARCUT WITH RESERVES (90 Acres):
Harvest all trees greater than 4" DBH.
Do not harvest white oak, white pine and red pine.

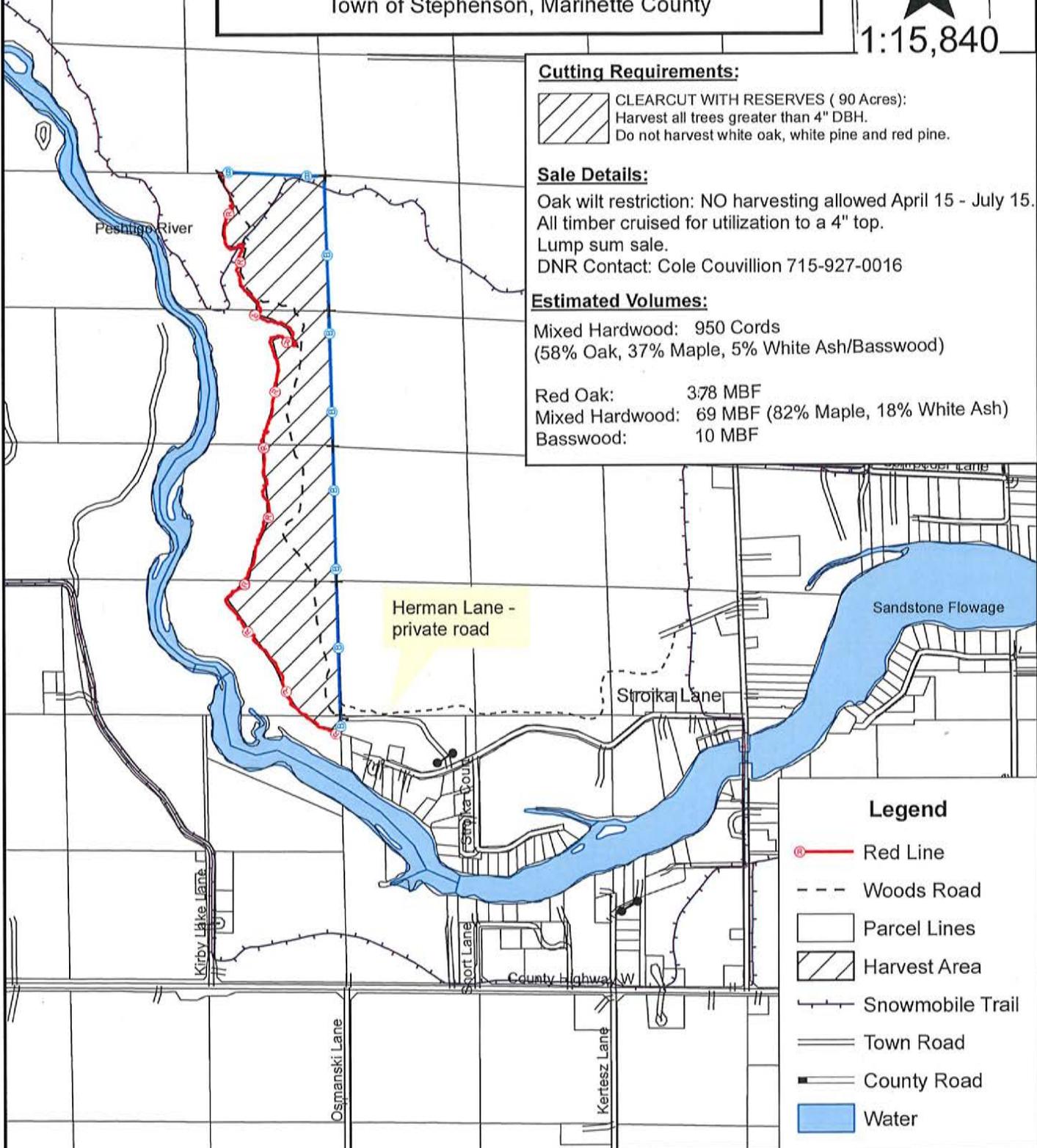
Sale Details:

Oak wilt restriction: NO harvesting allowed April 15 - July 15.
All timber cruised for utilization to a 4" top.
Lump sum sale.
DNR Contact: Cole Couvillion 715-927-0016

Estimated Volumes:

Mixed Hardwood: 950 Cords
(58% Oak, 37% Maple, 5% White Ash/Basswood)

Red Oak: 3.78 MBF
Mixed Hardwood: 69 MBF (82% Maple, 18% White Ash)
Basswood: 10 MBF



Legend

- Red Line
- Woods Road
- Parcel Lines
- Harvest Area
- Snowmobile Trail
- Town Road
- County Road
- Water

Notice: Completion of this form is mandatory. The Department will not recognize your bid unless you complete and submit this form. Personal information collected will be used for program administration and may be provided to requesters as required by Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats.].

Date

Bidder Name

Street Address	City	State	ZIP Code
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Property Name (if any) Peshtigo River State Forest - Stroika Lane Oak Sale - LUMP SUM	Tract Number 3810-04-17
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Date and Hour of Bid Opening Wednesday, December 5, 2018 - 08:30 am	Minimum Acceptable Bid (optional) \$ 150,528.00
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Species-All bids including Lump Sum bids must be by species	Utilization Specifications	Advertised Value Per Unit (optional)	Estimated Volume	Volume Units	Price Bid Per Unit	Total Bid Value on Estimated Volume
Mixed hardwood pulpwood	4" minimum diameter		950	cords		
Red oak sawlogs	10" minimum diameter		378	MBF		
Mixed hardwood sawlogs	10" minimum diameter		69	MBF		
Basswood sawlogs	10" minimum diameter		10	MBF		

The award shall be based on this TOTAL BID AMOUNT:

Performance Bond

Will be in the form of: (select one)

- | | |
|--|---|
| <input type="radio"/> Cash | <input type="radio"/> Assurance Bond |
| <input type="radio"/> Personal Check | <input type="radio"/> Certificate of Deposit |
| <input type="radio"/> Certified Check/Money Order | <input type="radio"/> Assignment of Savings Account |
| <input type="radio"/> Irrevocable Letter of Credit | |

I understand that any or all bids may be rejected and that consideration and awarding of a contract will be based upon my past performance and ability to complete contracts. I also understand that if I am the winning bidder, I have 6 weeks from the date of the bid opening to submit an acceptable performance bond. I also understand that if I am awarded the contract and fail to execute it or work under it, I will be required to forfeit to the Department an amount equal to 10% of my total bid amount. Failure to forfeit the 10% penalty will result in being considered ineligible to bid on any state timber sales for a two-year duration. In the event the highest bidder can not or will not sign the contract, the award will be made to the next highest qualified bid.

Notice: I understand:

Utilization specifications and estimated volumes are listed in the prospectus which is available upon request from the Department.

A copy of the standard timber sales contract which must be entered into is available upon request from the Department.

Signature of Bidder
Bidder's Name (Please Print or Type)
Phone Number (include area code)
Email Address (optional)