



ApRecs Service Desk
Centricity, LLC
1250 N Wenatchee Avenue, H250
Wenatchee, WA 98801

509 207.4230
509 207.4235 fax

This worksheet will simplify the basic set-up of your ApRecs Account. ApRecs makes it easy to write recommendations and even easier to keep and share (securely) compliant application records. Your ApRecs account can save you time and money with integrated inventory, costing, easy work orders, fast postings and secure reporting.

We recommend that you watch our step-by-step videos at www.aprecs.com/grower to set up your account. However, if you're having difficulty or would prefer personal assistance, please complete the following forms.

*When complete, please return to ApRecs at service@aprecs.us or fax to **509 207.4235 (toll free 1 888 610.4230)**. Please allow up to three working days to update your account. We will notify you when complete. Thank you.*

A Complete Package

Enclosed you will find five (5) forms:

1. **Grower Profile** (2-pages, overall Account information) – Return one per Account
2. **Location Fields Details** – A list of "Fields" (ie. blocks, lots) with their crops and varieties per location. Return as many pages as needed to document each Field for Each location. Be sure to reference the location name at the top of each page, then complete as many pages as needed to identify all varieties at each location.
3. **Equipment Details** – Simply list all equipment (including 3rd party Aerial Applicator equipment) once and it may be used for all of your locations.
4. **Applicator Details** – List all Applicators (including handlers and 3rd party Aerial Applicators) once and it may be used for all of your locations.
5. **Signature Page** – This is for you as the primary login and the supervising applicator. It allows you to "digitally sign" your application records in conformance with most state and program requirements.

Make copies of the pages as needed to ensure you have a complete record. Be sure to indicate the number of pages associated if you use more than one per form type (i.e. 1 of 2, 2 of 2, etc.)

Thank you

We appreciate your business. If you have any questions, please don't hesitate to call 509 207.4230 or email at service@aprecs.us.

Training & Support Videos Online at www.aprecs.com/grower
Please Complete Before: _____

Grower (Profile) Worksheet: This profile includes basic information to create your account. It is also the cover page, so please include total number of pages included and the name of the company who referred you if applicable. The second page includes contact information so that we can properly connect your account. All information is confidential and will not be used other than to provide you with service.

Total # of Pages _____ **Referred by (Company)** _____

Company / Customer Account

Legal Name: _____

Contact: _____

Mail Address: _____

_____, _____ Zip: _____

Phone: _____ Fax: _____

Primary User

Name: _____

E-mail: _____

For security, your password will be randomly assigned; then you may change it.

Locations: A Location is a physical address of an orchard. For each physical location, you will need a separate location. Please complete a "Location (Fields) Detail Page" for each location below (see next page). Note: If you service two orchards nearby from the same spray shed, it may be considered a single location. If you have to drive to the other orchard, it should be added as a "separate location" and listed separately below.

How many locations do you have? _____ **Please complete a Location Detail for EACH location.**

Name of Ranch/Location*	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

** If you have more than three locations please use an additional page.*

Grower (Security & Convenience) Worksheet: *In order to properly connect your account securely with your packer(s) and to allow Recommendations from your Fieldman to flow into your account easily, please complete this following section.*

***Field Advisor (Where you get your RECs)**

Or, I write my own.

Full Name: _____ Company: _____

E-mail: _____ Cell: _____

Field Advisor (Where you get your RECs)

Full Name: _____ Company: _____

E-mail: _____ Cell: _____

***Packer (Where you send your fruit)**

I pack my own.

Company _____ Lot #'s: _____

Fieldman: _____ Phone: _____

E-mail: _____

Food Safety: _____ Phone: _____

E-mail: _____

Packer (Where you send your fruit)

Company _____ Lot #'s: _____

Fieldman: _____ Phone: _____

E-mail: _____

Food Safety: _____ Phone: _____

E-mail: _____

** Please identify a minimum of one (1) Field Advisor and one (1) Packer to complete your account profile. All information is confidential. Use additional sheets as needed.*

Location (Fields) Detail Page: Complete a Location Detail for each physical location. If you have more than 2 Fields, add additional Location Detail pages until complete. Indicate the number of pages associated with this location below (i.e. 1 of 3...).

Location Name: _____

Page _____ of _____

Crops/Varieties and Fields

Field Name: _____

Section, Township, Range: _____

Total Acres for Entire Field: _____

Crop 1	Variety	Acres	Packer + Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Crop 2	Variety	Acres	Packer + Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Crop 2	Variety	Acres	Packer + Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Field Name: _____

Section, Township, Range: _____

Total Acres for Entire Field: _____

Crop 1	Variety	Acres	Packer + Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Crop 2	Variety	Acres	Packer + Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Crop 2	Variety	Acres	Packer + Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* Create additional copies and repeat to complete all fields

Equipment Detail: Complete an Equipment Detail so that all equipment (tractors, sprayers, spreaders, etc.) is documented. If you use an Aerial Applicator Company, simply add them as "Other" Equipment and be sure to also add them as a Licensed Applicator on the next page. Use multiple sheets as needed.

Account Name: _____

Page _____ of _____

Equipment

Name: _____ Type: Tractor Sprayer Spreader Other

Date of Maintenance or Calibration: _____

Type of Maintenance (if applicable): _____

Method of Calibration (if applicable): _____

If Tractor: Is this tractor primarily driven by a certain applicator, if so, who? _____

If Sprayer/Spreader: What tractor is this sprayer/spreader associated to? _____

Name: _____ Type: Tractor Sprayer Spreader Other

Date of Maintenance or Calibration: _____

Type of Maintenance (if applicable): _____

Method of Calibration (if applicable): _____

If Tractor: Is this tractor primarily driven by a certain applicator, if so, who? _____

If Sprayer/Spreader: What tractor is this sprayer/spreader associated to? _____

Name: _____ Type: Tractor Sprayer Spreader Other

Date of Maintenance or Calibration: _____

Type of Maintenance (if applicable): _____

Method of Calibration (if applicable): _____

If Tractor: Is this tractor primarily driven by a certain applicator, if so, who? _____

If Sprayer/Spreader: What tractor is this sprayer/spreader associated to? _____

Name: _____ Type: Tractor Sprayer Spreader Other

Date of Maintenance or Calibration: _____

Type of Maintenance (if applicable): _____

Method of Calibration (if applicable): _____

If Tractor: Is this tractor primarily driven by a certain applicator, if so, who? _____

If Sprayer/Spreader: What tractor is this sprayer/spreader associated to? _____

Applicators Detail: Complete an Applicators Detail for each individual who applies product for you (even if not licensed). Don't forget to list Aerial Applicator Companies if applicable. Use multiple sheets as needed.

Account Name: _____ Page _____ of _____

Licensed Applicator

Name: _____ License # _____

Employer (if different than account name): _____

Address: _____
_____, _____ Zip: _____

Phone: _____ Fax: _____

Does this person prefer to drive a particular tractor? If so, which one? _____

Name: _____ License # _____

Employer (if different than account name): _____

Address: _____
_____, _____ Zip: _____

Phone: _____ Fax: _____

Does this person prefer to drive a particular tractor? If so, which one? _____

List Non-Licensed Applicators Below

Name	Tractor (optional)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



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PROFILE SIGNATURE CAPTURE PAGE

To digitally sign documents within ApRecs, you must add an electronic copy of your signature. To add your signature to your profile (and/or to the licensed applicator's profile) you will need an image of the signature.

We suggest using a clean, white piece of paper. If you are comfortable taking a photo or scanning your signature, you are welcome to do so. Or, you may use the form below and we will upload it for you.

Please sign your name using a black or dark blue pen inside the box below.

Stay Inside The Lines 😊

By signing above, I authorize ApRecs to upload this signature into my profile as indicated. I understand this image will not be used for any other purpose and that I can remove it from the system at any time at my discretion.

Company Name: _____
** Please print clearly*

Your Name: _____
** Please print clearly*

Your E-Mail: _____
** The same one used to login to ApRecs*

Add To: My Account Applicator Field Services
** Check all that apply*

Please FAX to 509 207.4235

We will process your request as soon as possible; typically within 3 business days