



Foundation Seed Program  
Department of Plant Sciences  
University of California  
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August 27, 2016

To: Customers of the UCD Foundation Seed Program

For many decades, the UC Davis Foundation Seed Program (FSP) has provided our clients with access to a wide array of superior agronomic crop seeds developed by the University of California. The FSP has been operating in good faith and growing seed in advance for clients based on their verbal intentions. Unfortunately, the program has encountered circumstances where orders have not aligned with actual sales. This has put the FSP more than a half million dollars in debt. Because this situation is clearly not sustainable, we have created a new business model for the program.

Effective immediately, all purchases of foundation seed from the FSP must be arranged in advance via a binding, signed contract. A PDF copy of the new "Foundation Seed Advance Purchase Agreement" is attached. Addendums are attached that show order cut-off dates and updated product prices. Note that if the requested seed is in-stock in our warehouses, immediate delivery may be possible without the delay of growing new production. Nonetheless, we encourage all clients to place seed orders as early as possible!

All inquiries regarding Foundation Seed Program services should be addressed by phone or email to a representative of the Foundation Seed Program (Clyde Clark or John Palmer) who will fill in all required form fields within a digital copy of the Advance Purchase Agreement. It is important that all customers provide their legal name (personal or business, where applicable) for entry into the Agreement.

A completed Agreement will be e-mailed to the customer for review and signature by the customer's authorized signatory. The customer may submit modifications to the Agreement by lining out the language in question and manually writing in the requested changes directly onto the Agreement document. Alternatively, the customer may line out the language in question and provide the Foundation Seed Program with their requested changes via e-mail or attached document to the Agreement. The email or attachment should clearly reference each section(s) of the Agreement to which the customer is requesting modification. Note that any request for changes will result in delays in completing the Agreement, since all change requests must be reviewed by the University's legal staff. However, if the customer returns the Agreement, unedited and signed, to the Foundation Seed Program, the FSP may begin providing the requested services immediately.

Once each agreement has been finalized and all appropriate signatures have been obtained, the

University's contract administrator will e-mail a fully executed copy of the Agreement to the customer and to the Foundation Seed Program for their records.

We hope you understand the necessity for implementing this new procedure. Your patronage is highly valued!

Sincerely,

A handwritten signature in blue ink that reads "John C. Palmer". The signature is written in a cursive style with a large, looped initial "J" and a long horizontal flourish at the end.

John C. Palmer  
Director, Foundation Seed Program