PERTH Excel Template for Collection Data

The PERTH Collection Excel Template is designed to provide a simple format for submitting collection data to the Western Australian Herbarium.

Please ensure that you carefully follow the requirements of the template.

Refer to the *Notes* tab of the spreadsheet regarding the formatting of some fields in the Template. Labels can be generated using the *Labels from Excel* documents. Please contact herbarium@dbca.wa.gov.au if you require a copy of these documents.

Blue columns are **essential** for submitting your data to the herbarium.

White columns are optional data, although more information is preferable and highly encouraged.

See the PERTH ID and Incorporation Service documentation for further information about submitting specimens and associated data to the herbarium.

The PERTH Herbarium Collecting Sheet is an example field collecting data sheet.

If you have any queries about completing this template, please contact the Database Management Officer: Julia Percy-Bower (julia.percy-bower@dbca.wa.gov.au; (08) 9219 9144)