

Procedures for Returning Applications

(as distinguished from your *Scorebook*)

All application copies are tracked by ASQ. Please be aware that you are responsible for any application(s) from the time you receive them until ASQ acknowledges receipt of the application(s) that you have returned. The procedure for returning application(s) is as follows:

1. ASQ will send an email instructing you to return your application and corresponding materials to the address below:

ASQ/Baldrige Dept.
600 N. Plankinton Avenue
Milwaukee, WI 53203
414-765-7205

*Please use the Federal Express package and label provided to you by ASQ OR another traceable shipping method. Keep the tracking number. Check **Express Saver** or **2nd Day**, there is no need to send it overnight.*

2. When ASQ receives the application, it will be checked in and an e-mail confirmation of receipt will be sent to you within three to four days. During site visit, this email may take a few days longer to arrive. *NOTE: Until you receive the E-mail confirming ASQ's receipt of the application(s) you are still responsible for the application(s).*
3. You are responsible for following-up if you do not receive confirmation of receipt. We will retain a copy of the confirmation of receipt e-mail in our files should the e-mail fail to reach you.

It is very important that, upon request, applications are returned promptly to ASQ and are tracked carefully so their whereabouts are always known. We appreciate your full cooperation.

Please contact ASQ Baldrige Contract Administration at 414-765-7205, if you have any concerns or questions.