

## Registration Form

Please download (save as) this PDF file on your device, to activate form fields.

Completed the form, save it, and send to:

[registration@qfdi.org](mailto:registration@qfdi.org)    **FAX +1 206-203-3575**

<b>Attendee Name</b>
<b>Job Title</b>
<b>Organization</b>
<b>Industry</b>
<b>Complete Address</b> to be printed on your Invoice
<b>Payment Method:</b> Please select one.
<input type="radio"/> <b>Pay by Credit Card</b> (Visa, MasterCard, Amex, or Discover)
<input type="radio"/> <b>Pay by Check *</b> (US\$ drawn on US bank)
<input type="radio"/> <b>Pay by ACH bank transfer *</b> (US banks only)
<input type="radio"/> <b>Pay by Wire Transfer **</b> (non-US banks only; see the Terms & Conditions on the next page)
<b>Email Address</b> (We will send your Invoice to this email address)
<b>Telephone Number</b>
<b>Food allergy, special dietary / barrier free needs, if any:</b>

After you submit your registration, we will email you a payment invoice (with PDF attachment), within 24 hours.

\* To pay by credit card or ACH bank transfer:

Please click on the blue **“View & Pay Invoice”** button in your email invoice.

This will take you to a secure payment web page.

## Registration Terms & Conditions

September 28–29, 2020 QFD Green Belt® Course

**Registration** will be confirmed upon receipt of full payment. Class sizes are limited; early registration is recommended.

\* **Payment by Check:** Checks must arrive at least two (2) weeks before the start of the program(s) that you are attending. Checks must be drawn on a U.S. bank in U.S. dollars. Please make the check PAYABLE To:

**QFD Institute, 1140 Morehead Ct., Ann Arbor, MI 48103**

\* \* **Payment by Wire Transfer:** Wire transfer instructions will be sent on your invoice. The bank fees associated with wire transfer are the responsibility of the attendee; please instruct your accounting department and bank to add such fees when determining the dollar amount to be sent. The fund must arrive at least two (2) weeks before your course start.

**Cancellations after Registration:** When notified by August 31, 2020, full refund will be issued minus a 10% card processing fee if a credit card was used for registration or the applicable bank fees if wire transfer was used for registration. (No processing fee if it was paid by check). No refund after August 31, 2020, but substitutions are accepted.

**Substitutions** are permitted without penalty any time for the QFD Green Belt® Certificate Course. Please inform us as soon as possible.

**Your registration fee includes:** the latest version of the QFD Green Belt® training manual, modern QFD templates in MS Excel (including AHP, modern House of Quality matrix, Maximum Value Table), ISO 16355 reference materials, select case studies, and lunch.

**Hotel reservation** should be made ahead of time, directly with the venue **Hampton Inn & Suites Detroit/Airport-Romulus**. Please visit this [online reservation page](#).

**For questions,** please Contact [registration@qfdi.org](mailto:registration@qfdi.org), TEL +1 206–203–3575.