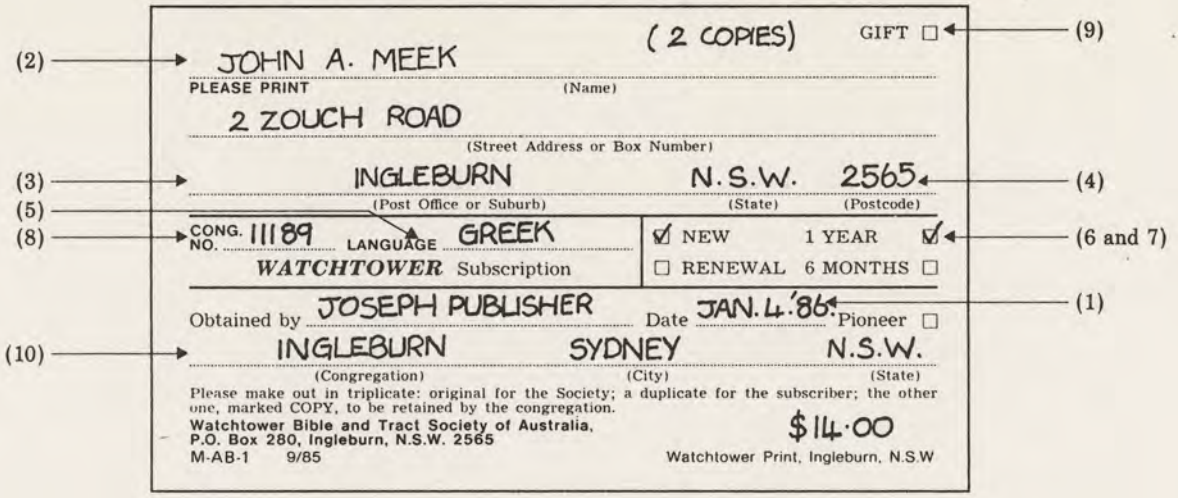
HOW TO HANDLE SUBSCRIPTIONS PROPERLY



1. PLEASE NOTE: Publishers should turn in all subscriptions to the one assigned to handle these at the very next meeting after they are obtained. Each week the secretary will mail all subscriptions received, even if only one, with a properly filled out *Weekly Subscriptions* form (M-203) to the Society.
2. WHEN YOU TURN IN SUBSCRIPTIONS to the congregation, both the original and the duplicate copy that you turn in should be typed or printed clearly and filled out completely and legibly with the name correctly spelled. The amount remitted for each subscription slip should be noted on the bottom of both the original and duplicate slips. The duplicate, which is retained in the congregation file, should be marked "COPY" in the upper right-hand corner.
3. The NAME OF THE POST OFFICE OR SUBURB used in the subscriber's address should be spelled out completely.
4. The POSTCODE must be shown.
5. The LANGUAGE should be spelled out in full. When the subscription is to be in *English,* the space on the *English form* may be left blank. Check page two of *The Watchtower* and *Awake!* for languages available.
6. A NEW subscription is one submitted for the first time, or, if the person was formerly a subscriber, it would be marked "New" if the subscriber has received the last issue of the previous subscription.
7. A RENEWAL subscription is one for which the subscriber has not received the last issue of the current subscription. It is preferred that the *Expiring Subscription* return visit slip (M-91 or M-191) be used for renewing subscriptions. However, if this is not available, the renewal notice appearing in the magazine should be used with an address label from a wrapper attached. Please obtain the renewal as soon as possible so that the subscriber will not miss any issues. Always inform the subscriber that he will receive the full number of issues contributed for even though he subscribes early.
8. The CONGREGATION NUMBER should be printed clearly on the subscription slip if the subscriber (a) lives in your territory or (b) is associated with your congregation. Otherwise, *mark a line through the space* designated for the congregation number on the subscription slip.
9. For a GIFT SUBSCRIPTION, check the "Gift" box at the top of the slip, and print the name of the giver at the bottom. For a multi-copy subscription clearly show the *NUMBER OF COPIES* required at the top of the slip.
10. *All subscriptions,* including personal subscriptions of publishers, should be sent to the Society THROUGH THE LOCAL CONGREGATION. Please do not send them directly to the Society. It usually takes about one month from the time the subscriptions are sent to the Society for the subscriber to receive the first copy by mail. Therefore, you should make return visits regularly on subscribers to ascertain that the subscription is received.
11. If you find that a subscription is not being received and more than six weeks have elapsed since it was sent to the Society, ask the congregation secretary to write a letter to the Society, preferably enclosing the duplicate subscription slip involved or otherwise providing the following information: (1) the complete name and address of the subscriber; (2) which language and magazine the subscription is for; (3) the length of the subscription term; (4) when it was sent to the Society and the date of the corresponding *Weekly Subscriptions* form (M-203) covering it.

(Post one copy on Information Board during subscription campaigns)