

HOW TO HANDLE SUBSCRIPTIONS PROPERLY

(2) →	JOHN A. MEEK <small>PLEASE PRINT (Name)</small>	GIFT <input type="checkbox"/> ← (9)
	325 S. WASHINGTON ST. APT. 3-C <small>(Address)</small>	POLISH ← (5) <small>(Language)</small>
(3) →	NEW YORK N.Y. 10001 <small>(City) (Province or State) (Zone or Code)</small>	1 YEAR <input checked="" type="checkbox"/> 6 MONTHS <input type="checkbox"/> ← (4)
(8) →	CONG. NO. 70003 WATCHTOWER Subscription	NEW RENEWAL <input checked="" type="checkbox"/> ← (6 and 7) <input type="checkbox"/>
(9) →	Obtained by JOSEPH PUBLISHER Date 4-1-88	LARGE PRINT <input type="checkbox"/> ← (1)
(10) →	NORTHWEST, NEW YORK, N.Y. <small>(Congregation) (City) (Province or State)</small>	OTHER PIONEER <input type="checkbox"/> PRICE:

Please make out in triplicate: original for Society; duplicate for subscriber; the other one, marked COPY, to be retained by congregation. Please carefully verify all information with subscriber. Inaccurate data will delay or prevent delivery. Print all information legibly. Turn in promptly.

WATCHTOWER BIBLE AND TRACT SOCIETY OF NEW YORK, INC., WALLKILL, N.Y. 12589
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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 at the Wallkill address.
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 duplicate, which is retained in the congregation file, should be marked "COPY" in the upper right-hand corner.
3. The NAME OF THE CITY OR POST OFFICE used in the subscriber's address should be spelled out completely. Make certain that the name of an *official* post office is used.
4. The ZIP CODE must be correct. If you are uncertain, do not list one but leave this space blank.
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 the publisher's information page 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 be used for renewing subscriptions. However, if this is not available, the renewal notice appearing in the magazine should be used. 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 on the "obtained by" line.
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 a period of more than six weeks has elapsed since it was sent to the Society, ask the congregation secretary to write a letter to the Society 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. Before the secretary writes, the brother handling subscriptions should check recent monthly statements to see if the congregation has been charged for the subscription in question. If the charge has not been made on the past two statements after the subscriptions were sent, please send duplicate copies of the subscriptions, a copy of the Weekly Subscriptions form, and a letter of explanation to the Society. This letter should be signed by the secretary and presiding overseer.

(Post one copy on Information Board during subscription campaigns.)