

HANDBILL ORDER

_____	_____
(CONGREGATION NAME)	(CONG. NO.)
_____	_____
(CITY)	(PROV. OR STATE)
_____	_____
	(DATE)

Factory & office use only

SHIP BY
Rec'd _____
FAI _____
Profr. _____
Comp. _____
Printed _____
Cutter _____

Please print congregation name EXACTLY as it appears on monthly statement.

PERMANENT LITERATURE ADDRESS IS ON FILE—If a change of literature address is NECESSARY, secretary will complete and attach an S-36 form, "SHIPPING ADDRESS FOR LITERATURE ONLY." Please be sure to state the reason for your change of address on the back of the S-36 form.

POINTS TO REMEMBER:

1. Please give ALL information required, including quantity being ordered and information under "WHERE GIVEN."
2. If there are no changes, clip off the address portion of an old handbill and attach it to the appropriate place. If there are no changes in the meeting schedule, attach the ENTIRE handbill to the order form.
3. Handbills are printed in multiples of a thousand. It is advisable to order a ONE-YEAR SUPPLY unless there will be some changes in the information. This will reduce printing and postage costs.
4. The Congregation Book Study should only be listed on the meeting schedule if it is conducted at the address listed on the handbill.
5. Please fill in the day of the week and the time of EACH meeting held. They will be printed in proper order, starting with Sunday.
6. The Society prints foreign-language handbills. If these are desired in languages other than English and Spanish, please supply COMPLETE translation of handbill front.
7. Please write HANDBILL ORDER on lower left corner of the envelope.
8. The order should be mailed at least EIGHT WEEKS before you desire the handbills.

PLEASE SEND NO MONEY WITH ORDER. Include payment in the TOTAL monthly literature remittance. (Your congregation's account will be charged by the Society.)

COST: \$4.00 per 1,000.

QUANTITY BEING ORDERED: _____

DAY AND TIME OF MEETING

(If possible, affix previous handbill if meeting schedule is the same.)

	Day of Week	Time
Public Meeting	_____	_____
Watchtower Study	_____	_____
Congregation Book Study	_____	_____
Ministry School	_____	_____
Service Meeting	_____	_____

WHERE GIVEN:

----- (Congregation Name)
----- (Name of Meeting Place)
----- (Street Address)
----- (City) (Prov. or State)
Affix address from previous handbill if possible.

I have personally checked this order and it complies with the instructions listed above.

Signed by _____ (Person preparing) Verified by _____ (Secretary)