

PROGRESSIVE INVENTORY OF LITERATURE

INSTRUCTIONS:

LANGUAGE _____

- In the first "On Hand" column, list the quantity on hand of each publication. (Use a separate sheet for other languages if you do not have enough space on this form.)
- In the "Received" column, list IMMEDIATELY the quantity of each publication received; *do not* wait until the end of the month. Indicate the Invoice date and/or number or the source of literature. Give the Invoice to the accounts servant after checking.
- In the "Moved" column, list the quantity of each publication moved as shown on the Publisher and Pioneer Literature Check Sheets for the month. (Literature moved after the last meeting in that month should be included in the next month's figures.)
- Add the number of each item in the "Received" column to the number in the "On Hand" column, subtract from this total the number in the "Moved" column and list the amount in the next "On Hand" column.
- List the total of each of the four columns on the total line provided for each price category. The combined totals of the first "On Hand" and "Received" columns should be the same as the combined totals of the "Moved" and the second "On Hand" columns. (See example.) The individual entries should be refigured if there is a difference.

| On Hand | Rec'd | Moved | On Hand |
|--------------|-------|-------|---------|
| | 8 | | 8 |
| 12 | 1 | 11 | 2 |
| | 5 | 2 | 3 |
| 6 | | 6 | |
| Total | | | |
| | 18 | 14 | 19 |
| Proof | | | |
| | 32 | | 32 |

An actual count of literature is taken on September 1, and the figures are entered in the "Actual-Count Inventory" column below. Add the quantity of each publication out on credit to the actual-count inventory figures. Bring forward these totals to the "On Hand" column on the next sheet. Compare them with the figures in the "On Hand" column for the month just ended. If they differ, the cause should be determined and corrected.

REPORT: Figure the value of all campaign literature listed on this form at the end of the month and record the total value in the space provided on the back. Report this figure to the one caring for accounts by the first Service Meeting of the new month, so it will be available for reconciling the account.

| MONTH & YEAR | | | | | | | | | | | | | | | | | | | | Actual-Count Inventory |
|---|---------|-------|-------|---------|-------|-------|---------|-------|-------|---------|-------|-------|---------|-------|-------|---------|-------|-------|---------|------------------------|
| PUBLICATION | On Hand | Rec'd | Moved | On Hand | Rec'd | Moved | On Hand | Rec'd | Moved | On Hand | Rec'd | Moved | On Hand | Rec'd | Moved | On Hand | Rec'd | Moved | On Hand | |
| Evolution or Creation? ev | | | | | | | | | | | | | | | | | | | | |
| The Truth . . . to Eternal Life tr | | | | | | | | | | | | | | | | | | | | |
| Is the Bible . . . Word of God? is | | | | | | | | | | | | | | | | | | | | |
| Listening to the Great Teacher te | | | | | | | | | | | | | | | | | | | | |
| True Peace and Security . . . (1973 Ed.) tp | | | | | | | | | | | | | | | | | | | | |
| Is This Life All There Is? ts | | | | | | | | | | | | | | | | | | | | |
| God's "Eternal Purpose" . . . po | | | | | | | | | | | | | | | | | | | | |
| Your Youth—Getting the Best . . . yy | | | | | | | | | | | | | | | | | | | | |
| Holy Spirit—The Force . . . hs | | | | | | | | | | | | | | | | | | | | |
| Good News—To Make You Happy gh | | | | | | | | | | | | | | | | | | | | |
| Our Incoming World Government . . . go | | | | | | | | | | | | | | | | | | | | |
| Life Does Have a Purpose lp | | | | | | | | | | | | | | | | | | | | |
| Making Your Family Life Happy fl | | | | | | | | | | | | | | | | | | | | |
| Commentary on . . . James cj | | | | | | | | | | | | | | | | | | | | |
| Choosing the Best Way of Life bw | | | | | | | | | | | | | | | | | | | | |
| Happiness—How to Find It hp | | | | | | | | | | | | | | | | | | | | |
| "Let Your Kingdom Come" kc | | | | | | | | | | | | | | | | | | | | |
| United in Worship . . . uw | | | | | | | | | | | | | | | | | | | | |
| Survival Into a New Earth su | | | | | | | | | | | | | | | | | | | | |
| True Peace and Security . . . (1986 Ed.) tp | | | | | | | | | | | | | | | | | | | | |
| Worldwide Security . . . ws | | | | | | | | | | | | | | | | | | | | |
| Organized to Accomplish . . . om | | | | | | | | | | | | | | | | | | | | |
| Theocratic . . . School Guidebook sg | | | | | | | | | | | | | | | | | | | | |
| "Make Sure of All Things . . ." ms | | | | | | | | | | | | | | | | | | | | |
| From Paradise Lost . . . pa | | | | | | | | | | | | | | | | | | | | |
| Total of All 1.00 Books | | | | | | | | | | | | | | | | | | | | |
| You Can Live Forever . . . (Small) Spe | | | | | | | | | | | | | | | | | | | | |
| Reasoning From the Scriptures rs | | | | | | | | | | | | | | | | | | | | |
| Life—How Did It Get Here? . . . (Small) Sce | | | | | | | | | | | | | | | | | | | | |
| 'Impossible for God to Lie' im | | | | | | | | | | | | | | | | | | | | |
| Life Everlasting . . . li | | | | | | | | | | | | | | | | | | | | |
| 'Finished Mystery' fm | | | | | | | | | | | | | | | | | | | | |
| 'Know . . . Jehovah' kj | | | | | | | | | | | | | | | | | | | | |
| Paradise . . . by Theocracy! pm | | | | | | | | | | | | | | | | | | | | |
| God's Kingdom . . . Approached ka | | | | | | | | | | | | | | | | | | | | |
| Man's Salvation . . . at Hand! sl | | | | | | | | | | | | | | | | | | | | |
| Sing Praises . . . (Small) Ssb | | | | | | | | | | | | | | | | | | | | |
| Total of All 1.50 Books | | | | | | | | | | | | | | | | | | | | |
| My Book of Bible Stories my | | | | | | | | | | | | | | | | | | | | |
| You Can Live Forever . . . on Earth pe | | | | | | | | | | | | | | | | | | | | |
| Life—How Did It Get Here? . . . ce | | | | | | | | | | | | | | | | | | | | |
| Revelation . . . Climax at Hand! re | | | | | | | | | | | | | | | | | | | | |
| Sing Praises . . . (Large) Lsb | | | | | | | | | | | | | | | | | | | | |
| NW Trans. Regular 1971 Ed. bi12 | | | | | | | | | | | | | | | | | | | | |
| Total of All 3.00 Books and Bible | | | | | | | | | | | | | | | | | | | | |

