

WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

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August 1, 2000

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

The Society is interested in providing good and timely service in shipping literature so as to fully meet the needs for literature in the congregations. At the same time, it is our desire to provide this service by the most practical and economical method, thus making good use of donations to the Society's worldwide work. Therefore, we are writing at this time to comment on various methods of shipping literature, arrangements for expedited service, and the size of congregation literature inventories.

Literature Distribution Through Assembly Halls and Other Distribution Centers: For many years literature has been distributed to congregations in the United States through Assembly Halls and other locations. The support by congregations of this voluntary arrangement has been very much appreciated. Shipping literature direct to these Literature Distribution Centers (LDC) and having congregations pick their literature up has saved the Society thousands of dollars. For example, the cost to ship one 40-pound carton of literature directly to a congregation in Los Angeles, California, via a commercial service is \$13.97. However, the cost to ship the same carton to an Assembly Hall in the Los Angeles area as part of a larger shipment is \$2.25.

Of course, more than just shipping costs are involved in the use of an LDC. For instance, there are significant costs involved in maintaining and operating these LDC facilities. Additionally, there is the time and expense for brothers to pick up literature from the LDC for delivery to the congregations. As the LDC arrangement has grown over the years, it has been reported that some congregations have made exceptional arrangements to support an LDC, that it is located many miles from their congregation. Though this is done with good intention, at times it has resulted in excessive time and cost on the part of the brothers in an effort to save the Society shipping costs.

With this in mind, the Society is interested in making a review of how extensively the LDC arrangement is being used. If you now participate in the arrangement, or if your congregation is within 50 miles or one hour driving distance of an LDC, we have enclosed a brief questionnaire. Two Shipping Address and Kingdom Hall Literature Group Information (S-36) forms and two Literature Routing Information (F-239) forms are also enclosed. Please fill out and return the questionnaire by October 1, 2000, along with one copy of any of the forms that are appropriate. Keep a copy of the completed forms for your file. If there is more than one congregation in your Kingdom Hall and you are part of a Kingdom Hall literature group, only the coordinating congregation should return the form(s). However, prior to doing so, they should consult with representatives of each body of elders in the group to ensure they are accurately expressing the general feelings of the congregations involved.

Support of an LDC is voluntary. We recognize that some congregations outside the recommended range have brothers who, in caring for their secular work, are regularly near the LDC, and so obtaining literature there does not require an extra trip. In other cases, even congregations within driving range may find it more practical to have their literature shipped directly to the congregation shipping address.

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Expedited Shipments: Since each congregation or Kingdom Hall literature group is able to submit a monthly literature request, your literature needs should be well cared for. However, at times circumstances may require that you request expedited shipments of literature. For example, expedited shipping may be requested for the current or the next month's literature offer, or for items needed for meetings or conventions. Expedited shipments should be requested by the coordinating congregation and the additional shipping expenses will be billed to the congregation. An example below shows a comparison of the cost of shipping a 40 pound carton of literature by regular ground service, two-day express, and overnight service.

Ground Service (5-7 days)	\$5.00 to \$13.97
Two business days	\$21.99 to \$55.05
One business day	\$32.81 to \$68.80

You may also request expedited service for items needed for the field ministry in languages that are not stocked in your Kingdom Hall. The publisher who requests such items should be encouraged to contribute to cover the additional shipping costs. Though we are pleased to expedite a shipment when needed, use of this more costly service should not become a substitute for good planning. The example below shows the relative costs to ship a package containing one of the Society's paperback books and one of the Society's brochures.

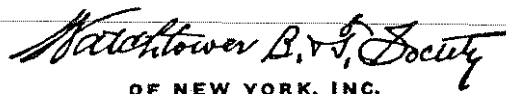
Ground Service (5-7 days)	\$1.13
Two business days	\$5.30 to \$7.26
One business day	\$10.87 to \$15.66

Literature Inventory: Based on information provided at the end of the last service year, many congregations in the United States have over a five-month supply of literature. While congregations should maintain an adequate supply of literature for use in the field ministry, we do not want excessive resources tied up in literature inventory. It is recommended that congregations strive to maintain between a two and three month supply of literature and other items needed for use in the field and for congregation meetings. The literature coordinator and those working with him should try to project future literature needs accurately and request items regularly, rather than placing large requests that will last for many months. This will require keeping in mind how long it normally takes for a literature shipment to arrive from the Society when determining the amount of literature you need to keep on hand.

Thank you for making note of these points and for responding to this survey. It would be good to keep this letter in your files and provide a copy to the brothers handling the literature.

Be assured of our warm Christian love and greetings.

Your brothers,


OF NEW YORK, INC.

Enclosures

cc: Traveling overseers
Literature Distribution Center overseers