



Christian Congregation
of Jehovah's Witnesses

2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 1, 2002

TO ALL CONGREGATION SECRETARIES AND LITERATURE COORDINATORS IN THE
UNITED STATES

Dear Brothers:

The Literature Request Form (S-14) has been revised for the 2002-2003 service year. Please discard all unused S-14 forms from previous service years once you have received the new forms.

The S-14 is now printed on four separate sheets. Coordinating congregations may either mail *or* fax literature requests to the branch office. When literature requests are made, page 1 should always be included. Pages 2-4 should be sent only if they have been used to request items. For example, if literature items are requested on pages 1 and 3, and not on pages 2 and 4, then it should be noted in the box on page 1 that two pages are being sent, and only pages 1 and 3 should be mailed or faxed to the branch office.

Additional instructions are listed on the back of page 1 of the S-14. Consult these instructions to determine the date by which your coordinating congregation should submit a literature request to the branch office and the number to use to submit a literature request via fax. You will note that the cut-off date for sending the S-14 by fax is several days later than for mail.

We hope that this adjustment will assist you in caring for the literature needs of the brothers in your local area. Please be assured of our warm Christian love and best wishes.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

