

  
**WATCHTOWER**  
 Bible and Tract Society of New York, Inc.  
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February 8, 2008

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Date for branch office to receive literature requests

Dear Brothers:

For the last few years, Kingdom Hall Literature Groups in the United States have been given a due date by which their monthly literature request should be received in the branch office. We appreciate your cooperation with this arrangement and are pleased to provide a few reminders at this time.

Presently 95% of the literature-coordinating congregations are submitting their literature requests on the jw.org Web site. This arrangement has reduced the work in the branch office. We have also heard many positive comments concerning the usefulness of the Web site. Some have asked if it is appropriate to submit requests throughout the month. That is acceptable if these requests are submitted on the Web site.

~~Starting in April 2008, all requests received from your literature-coordinating congregation by 5:00 p.m. Eastern Time on the date shown below will be included in your shipment. (This date may or may not represent a change.) Ensuring that your request is received in the branch office by this date will enable it to be shipped with other requests from the same area at a lower shipping cost. It will also result in a reduction in the time it takes for you to receive your literature from the branch office. If your request is not received by this date, it will be shipped the following month.~~

Thank you for your cooperation with the assigned dates by which your literature requests should arrive at the branch office.

Be assured of our warm Christian love and greetings.

Your brothers,

  
 OF NEW YORK, INC.

**Literature-coordinating congregation:** 78931 - Jackson Heights English

**Due date:** 8th, 23rd