

  
**WATCHTOWER**  
Bible and Tract Society of New York, Inc.  
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May 20, 2010

TO ALL BODIES OF ELDERS

Re: New features for requesting literature on the jw.org Web site

Dear Brothers:

We are pleased to announce that several enhancements have been made to the jw.org Web site to assist in requesting literature. These new features will be available under the “Request Literature” section of the *Congregation* tab **beginning July 1, 2010**.

**Featured Items link:** This new link replaces the “Featured Items” section on the “Announcements” page of the *Congregation* tab. New releases, campaign items, and items used for congregation meetings will be displayed on this page, and for your convenience, requests for the items featured may be entered directly from this page. Please note, however, that stock items in the congregation’s primary language can be requested only by the language-coordinating congregation.

**Shipment History link:** This new link provides the same information that appears on the hard-copy packing list included with each literature shipment. All congregations will be able to view shipment details, including the date that the shipment was completed at the branch office. Additionally, in the event that the hard-copy packing list is misplaced or additional copies are needed for other congregations, the packing-list information may be printed from this page. For shipments sent via commercial carrier, please allow two to three weeks from the “completed” date to the arrival of the shipment.

**“Requested for” field:** This new field enables congregations to insert free text on literature requests. It is being provided primarily to allow congregations to include the names of the individuals requesting literature items. Once literature items have been added to the request, the field may be accessed by clicking on the *Current Request* link. The text will appear on the packing list under the requested item. When the literature is received, this information could be used to assist the brothers in handing out the literature to those who requested it. These messages are for congregation use only and are not reviewed by the branch office; therefore, please do not use this area to communicate literature needs to the branch office. If you need to communicate with the branch office regarding literature or magazines, you may send an e-mail to [shippingcorrespondence@jw.org](mailto:shippingcorrespondence@jw.org).

We hope that these enhancements will assist you in caring for the literature needs of your congregation. If you have questions, please see the online *Help* feature for more information.

Please accept an expression of our warm love and greetings.

Your brothers,

  
OF NEW YORK, INC.