

Christian Congregation of Jehovah's Witnesses



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

August 8, 2010

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Literature and magazine reminders and adjustments

Dear Brothers:

Beginning in September 2010, a number of adjustments will occur that will affect congregations in the United States. Please take note of these reminders and adjustments, since some may require action on your part.

Annual items: It has been observed that many congregations have a substantial supply of annual items left over each year. In order to keep that from happening, the service overseer is responsible to ensure that requested quantities are based on *actual requests received* from congregation publishers. Quantities should not be submitted in anticipation of requests. With this in mind, we are pleased to inform you that congregations may now begin submitting requests for the following annual items using the jw.org Web site: *2011 Calendar of Jehovah's Witnesses*, *Examining the Scriptures Daily—2011*, *2011 Yearbook of Jehovah's Witnesses*, *The Watchtower* bound volume 2010, *Awake!* bound volume 2010, and *Watchtower Library—2010*. Please note that *Watchtower Library—2010* is a provision for members of the congregation only. These literature items will be visible by clicking on the *Featured Items* link in the “Request Literature” section of the *Congregation* tab on the site. In order to avoid duplication, each congregation should submit its own request for these special-request items. Requests should **not** be submitted through the language-coordinating congregations.

Magazine production: All magazines for congregations in the United States will be printed and shipped from the Canada branch office. The Wallkill Printery will no longer produce magazines. However, all rush requests and inquiries regarding magazine shipments should continue to be *directed to the United States branch office*. The Canada branch office should not be contacted regarding discrepancies. Congregations may e-mail the United States branch office at shippingcorrespondence@jw.org or call (845) 744-6000, extension 41700. Literature shipments will continue to be processed at Wallkill.

Congregation inventory: All language-coordinating congregations should submit their inventory quantities using the jw.org Web site. The *Monthly Movement of Literature* (S-28) form should be used as a work sheet. Congregations should work together to ensure that a complete count is taken. To avoid duplication, please only submit an inventory of items in your primary language or in other languages that are in *your literature supply area*. This inventory should be submitted no later than **September 6, 2010**. Quantities of overstock items that are available for sharing with other congregations should be updated.

Cutoff dates: Because of changes in the processing of literature and magazine requests, the cutoff date by which your congregation should submit literature requests may have been adjusted, effective September 1. The jw.org Web site will be updated with the new date assigned to your congregation. **On August 30 or as soon as possible thereafter**, please go to the “Request

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Literature” section of the *Congregation* tab on the site. Then click on the *Current Literature Request* link. The date your next literature request should be submitted will be shown. Henceforth, each month, all requests from your congregation should be submitted by that date, before 5:00 p.m. Eastern Time. Requests received after that date will be processed the following month. Please communicate this date to the language coordinator or the literature servant in your congregation.

We are sure that these reminders and adjustments will benefit all congregations. Please accept our warm love and greetings.

Your brothers,
*Christian Congregation
of Jehovah's Witnesses*

cc: Traveling overseers