



WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

June 15, 2011

TO ALL BODIES OF ELDERS

Re: New documents to assist with literature and magazine distribution

Dear Brothers:

We are pleased to inform you that the booklets *Literature Request Guide* (S-15a) and *Magazine Request Guide* (S-15b) have been combined into one new document entitled *Literature and Magazine Request Guidelines* (S-56). Adjustments made to the literature-coordinating arrangement are clearly explained, as well as the new method of distributing magazines within the congregation. Instructions are provided on how to use the jw.org website to submit literature and magazine requests to the branch office, as this has now become the standard method. A few congregations are still sending *Literature Request Forms* (S-14) and *Magazine Request Forms* (M-202). May we ask that all congregations now submit their literature and magazine requests through jw.org. The chapter “Suggested Literature Request Quantities” will help congregations avoid the overstocking of literature and magazines. You will also find practical information on how to submit congregation literature inventory twice a year and share surplus literature with other congregations.

It is vital that the Congregation Service Committee and all those working with literature and magazine distribution in the congregation become thoroughly familiar with *Literature and Magazine Request Guidelines* (S-56) as soon as possible. In this connection, it is now available for download from the *Forms* section under the *Documents* tab of the jw.org website. No hard copies will automatically be sent to congregations. However, if necessary, copies may be requested from the branch office by using the site.

Additionally, a new form entitled *Record of Special-Request Items* (S-57) has been designed to help literature servants keep track of literature requests from congregation publishers. This form will only be available by download from the site. Congregations will not be able to request this form from the branch office.

Thank you for your attention to these details. Questions regarding these items may be emailed to maglitqueries@uk.jw.org. We send our warm Christian love and greetings.

Your brothers,

Watch Tower B. & J. Society
OF BRITAIN

cc: Travelling overseers