

Christian Congregation of Jehovah's Witnesses



The Ridgeway, London, NW7 1RN Telephone: 020 8906 2211

FB:FBD February 21, 2012

TO ALL BODIES OF ELDERS

Re: February 2012 inventory and return of overstocked literature

Dear Brothers:

The next six-monthly literature inventory should be submitted by language-coordinating congregations between March 1 and 15, 2012. For further details, please see *Literature and Magazine Request Guidelines* (S-56), chapters 6:2 and 6:3, and the letter dated June 23, 2010 (Submitting literature inventory to the branch office).

Further to the circuit overseer's discussion regarding the managing of literature stock, we will be making a one-off exception, with this particular inventory, to accept the return of overstocked literature. It is important to arrange this before filling in the new stock figures on the *Monthly Movement of Literature* (S-28), and before the subsequent entry on the jw.org website. (To enter the inventory figures go to jw.org/Congregation/Request Literature/Inventory Reports. You can click on the *Help* link for more details.) The service overseer should work together with the literature servant to accomplish this task. Please note the following points:

- 1) Please refer to the *Literature and Magazine Request Guidelines* (S-56), chapter 16:6, which specify the items that should be discarded. Items that are not in a condition to be redistributed should be discarded locally.
- 2) Items to return should be in as-new condition, not dog-eared or in any other way damaged. This would include any item where you have too much stock or you feel you are unlikely to move the stock. All cartons returned should be clearly identifiable with congregation name and number and "RETURN LITERATURE" written on the boxes.
- 3) This arrangement to return overstocked items is a one-off exception and is linked with this particular inventory submission. Therefore, overstocked items may be returned only until the end of April. From May 1, the normal procedure should be followed, that is to contact the branch for permission to return any literature.

After submitting your congregation's inventory on the website, click on the *Maintain Current Inventory* link. You will likely zero the quantities in the *Quantity to Share* column, as you would have returned all excess stock in good condition to the branch.

Please note: As we would like to redistribute any excess copies of the *2012 Yearbook* quickly, please include these, even though they are not listed in the inventory.

We trust this special arrangement will assist you to bring your stock to an appropriate level. Please accept our warm Christian love and greetings.

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

cc: Travelling overseers