

Christian Congregation of Jehovah's Witnesses



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August 25, 2012

TO ALL BODIES OF ELDERS

Re: Semiannual literature inventory

Dear Brothers:

We are writing to provide details regarding the semiannual literature inventory. All language-coordinating congregations should submit their inventory quantities using the jw.org Web site no later than **September 15, 2012**.

Inventory quantities may be submitted using the “Inventory Reports” option under the “Request Literature” section of the “Congregation” tab of the jw.org Web site. First, submit an inventory count **for your congregation’s primary language**. Next, take note of any additional links for reporting other-language inventories. You should submit an inventory count for each of these additional languages *unless* there is a congregation in that language in your Kingdom Hall Literature Group.

The *Monthly Movement of Literature* (S-28) form may be printed from the jw.org Web site as needed. Since the items listed on the form correspond to the items as they are listed on the jw.org Web site, only the latest version should be used.

Sign-language congregations may use the version of the *Monthly Movement of Literature* form that has been adapted for their use (S-28sl). Although the jw.org Web site will list a number of items under the “American Sign Language” link, only the items marked “Submit” on the S-28sl form should be submitted to the branch office.

As soon as possible after the inventory reports have been submitted to the branch office, the service overseer of the language-coordinating congregation and the language coordinator should meet to determine the quantities and items that should be shared with other congregations. Once it is determined how much literature should be shared, immediately adjust the figures in the “Quantity to Share” column on the “Maintain Current Inventory” page to make them available to other congregations.

Thank you for your attention to these details. We send our warm Christian love.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

cc: Traveling overseers