

WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

JULY 01, 1995

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

In an effort to provide the best service possible to all the congregations in the United States, we would like to inform you of a new procedure for handling your Literature Request Form (S-14). This new procedure involves the date your request should be submitted, and the use of a new preprinted envelope that will be provided by the Society.

All congregations, including those receiving shipments through one of the Literature Distribution Centers (LDC) of the Society, should mail their monthly requests on the date shown on the chart below and according to the instructions outlined in this letter. Up to this point the Society has used three dates for mailing. The new arrangement consists of four mailing dates. All the congregations in the United States will be affected by this change. Please make a note of the new mailing date for your congregation.

16th of each month	23rd of each month	2nd of each month	9th of each month
Alaska	Alabama	Illinois	Connecticut
Bermuda	Arizona	Indiana	Delaware
California	Arkansas	Iowa	District of Columbia
Caribbean	Colorado	Kentucky	Florida
Idaho	Kansas	Michigan	Georgia
Nevada	Louisiana	Minnesota	Maine
Oregon	Mississippi	Missouri	Maryland
Washington	Montana	Ohio	Massachusetts
	Nebraska	Pennsylvania	New Hampshire
	New Mexico	West Virginia	New Jersey
	New York	Wisconsin	North Carolina
	North Dakota		Rhode Island
	Oklahoma		South Carolina
	South Dakota		Vermont
	Tennessee		Virginia
	Texas		
	Utah		
	Wyoming		

The above dates will go into affect with your September 1995 literature request. For example, congregations located in California will mail their request on September 16, 1995, instead of September 26, as under the previous arrangement.

We are happy to inform you that the Society will provide a preprinted envelope to be used to submit your monthly Literature Request Form (S-14). The envelope will be included as part of your annual service forms shipment, which you will receive for the new service year. Please begin to use the new envelope when submitting your congregation literature request for the month of September 1995.

The purpose of this envelope will be indicated on the front. *Only the S-14 form should be placed in this envelope.* Since the envelope will contain a bar code, your use of it will speed up the handling of your request by the post office. Using this arrangement will also facilitate faster routing of your request once it arrives in our offices. If you do not receive a supply of these envelopes before your September 1995 mailing date, please continue to use a regular business-size envelope addressed to:

WATCHTOWER
25 COLUMBIA HEIGHTS
BROOKLYN NY 11201-2483

• WHAT IF YOUR CONGREGATION IS IN ONE STATE AND THE LITERATURE DISTRIBUTION CENTER THAT YOU USE IS IN ANOTHER? --

The mailing date of the LDC becomes the mailing date of the congregations that are using it. Some congregations may be located close to the borderline of two States. In such cases, the date for submitting the Literature Request Form (S-14) should be governed by *the State of the Literature Distribution Center* rather than by the State that the congregation is in, or the location of the Kingdom Hall.

For example, congregations located in western New Jersey may use the Assembly Hall in Buckingham, Pennsylvania as their Literature Distribution Center. The mailing date for New Jersey is the 9th of each month. However, since the congregations pick up their literature in Pennsylvania, they should use the mailing date assigned to Pennsylvania, in this case it is the 2nd of each month.

• WOULD IT BE ADVANTAGEOUS TO COMBINE CORRESPONDENCE TO THE SOCIETY IN ONE ENVELOPE, SINCE SOME OF THE MAILING DATES ARE ONLY A FEW DAYS APART? --

No. We encourage all congregations to adhere *strictly* to each of the assigned mailing dates of the Society. As an example, monthly field service reports and contributions should be mailed by the sixth of each month, and subscriptions should be mailed weekly, using the appropriate envelopes provided. All Literature Request Forms should be mailed in the envelope provided as outlined above. These various mailings go to different departments and *should never be combined*, or held to be consolidated with another mailing.

Please do not use any of the preprinted envelopes provided by the Society for any reason other than their designated use. The orderly processing of these forms, and reports, depends upon the cooperation of each congregation. We thank you for your diligence in caring for these important matters in behalf of Kingdom interests.

Please be assured of our warm love and greetings.

Your brothers,

Watchtower B. & F. Society
OF NEW YORK, INC.