RECORD OF SPECIAL-REQUEST ITEMS

Special-request items should only be submitted ***when specifically requested by a publisher***.
Request quantities should not be estimates based on the number of publishers.

Special-request items are clearly identified on the jw.org Web site. On the *Literature Request Form* (S-14), special-request items are designated by a shaded box. Special-request items include the following:

- Bound volumes
- Calendars
- *Examining the Scriptures*
- *Yearbooks*
- Deluxe Bibles
- *Indexes*
- *Insight* volumes
- *Watchtower Library*
- *Reference Bibles*
- All large-print books except songbooks
- All CDs and MP3s
- All DVDs except selected sign-language items

To avoid late requests, you may submit annual items for the upcoming year in **June and July.** You may wish to use a separate sheet for each annual item.

Status descriptions: ■ Sub = Submitted ■ Pend = Pending ■ Rcvd = Received

Date Requested	Publisher's Name	Item	Language	Quantity	Status
					Sub ☐ Pend ☐ Rcvd ☐
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Printed in Ghana

Date Requested	Publisher's Name	Item	Language	Quantity	Status
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