



# WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

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May 20, 1990

TO ALL SERVICE COMMITTEES IN THE UNITED STATES AND ITS TERRITORIES

Dear Brothers:

In processing thousands of Literature Requests each week, we have found that, due to overestimation, items are requested in excess of actual needs. Other times, the quantities on the Literature Request (S-14) are simply filled in illegibly or incorrectly. If we fill the request as indicated, a congregation may be overstocked with items that will move slowly.

To prevent overstocking, we request that the secretary review all Literature Requests for accuracy, and ascertain whether the quantities requested reflect genuine needs. This should be done before they are signed and mailed on the appropriate date to the Society. Furthermore, all of you brothers should monitor the movement of all literature closely, particularly Special Request Items.

Under the previous arrangement publishers may have been very cautious in the amount of literature they obtained from the Society for personal and family use. Under the complete donation arrangement this same caution should be exercised so as not to place an undue burden on the Society. Please bear in mind that production costs are the same, but no doubt will increase in the future due to inflation.

At times, the elders may need to remind everyone that the new arrangement allows each individual to display personal initiative and conscientious attention in meeting the expenses of the Society.

Some individuals may need assistance in this area. What can be done? The February 9, 1990, letter outlining the complete donation arrangement stated: "The brothers will need to be alert to note requests for unusual quantities of literature or magazines by someone who has formerly obtained or placed few publications. Such situations need to be monitored closely. Personal reminders may be necessary to emphasize that the new arrangement does not mean that we are now casually giving away literature...."

Therefore, if a congregation submits a request for an unusually large number of Special Request Items, we will reduce the quantities to a predetermined total, given the size of the congregation. If the quantities, however, are appropriate

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requests, then the congregation should attach a brief note to the Literature Request (S-14), stating that the information in this letter, dated May 20, 1990, has been reviewed and the requests are in accord with its directions.

This procedure should be followed when the quantity of Special Request Items is unusually large. This will let us know that the items have been reviewed and they represent the genuine needs of your congregation or are appropriate requests from individuals in your congregation.

Please be assured of our warm Christian love for you and the Flock of God in your care.

Your brothers,

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

Enclosure

P.S: The presiding overseer should review this letter with the secretary, service overseer and literature servant.