

WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

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

August 15, 1998

TO ALL PRESIDING OVERSEERS AND SECRETARIES IN THE UNITED STATES

Dear Brothers:

Enclosed, please find a supply of forms that your congregation will need for the new service year. Please take time to verify that the forms and quantities shown on this sheet were actually received. If any items are missing, the secretary should immediately inform the Society in writing.

Please use these forms judiciously. It is quite expensive for the Society to process and ship these forms. A \$29.00 charge to cover these costs will appear on your next statement. Payment is to be included on the next monthly remittance using the line provided for Congregation Account. Please see also the Society's letter of July 15, 1998, containing direction on how these forms are to be utilized.

FORM	DESCRIPTION	QUANTITY	RECEIVED ✓
M-1cs	Watchtower Cassette Subscription Slip	24	_____
M-101cs	Awake! Cassette Subscription Slip	24	_____
M(d)-202	Congregation Magazine Request	10	_____
M(d)-203	Weekly Subscriptions	100	_____
M-205	Subscription Change of Address	10	_____
M-206	Congregation Magazines Change of Address Only	2	_____
S-1	Congregation Report	15	_____
S-14	Literature Request Form	30	_____
S(d)-15	Watchtower Publications List	1	_____
S(d)-16	Handbill Request	2	_____
S-21	Congregation's Publisher Record	50	_____
S(d)-25	Congregation Accounts Audit Report	5	_____
S(d)-26	Accounts Sheet	20	_____
S(d)-26a	Accounts Sheet Sample	2	_____
S(d)-27	Instructions for Congregation Accounting	2	_____
S(d)-28	Progressive Inventory of Literature	4	_____
S-29	Presiding Overseer/Secretary Change of Address	4	_____
S(d)-30	Monthly Congregation Accounts Report	13	_____
S(d)-30a	Monthly Congregation Accounts Report Sample	2	_____
S-36	Shipping Address for Literature Only	4	_____
S(d)-61	Literature Check Sheet	15	_____
S-99	Public Meeting Talk Titles	2	_____
S-205b	Application for Auxiliary Pioneer Service	50	_____