

Christian Congregation of Jehovah's Witnesses



2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 15, 2010

TO ALL BODIES OF ELDERS

Re: New documents to assist with literature and magazine distribution

Dear Brothers:

We are pleased to inform you that the booklets *Literature Request Guide* (S-15a) and *Magazine Request Guide* (S-15b) have been combined into one new document entitled *Literature and Magazine Request Guidelines* (S-56). Adjustments made to the literature-coordinating arrangement are clearly explained. Instructions are also provided on how to use the jw.org Web site to submit literature and magazine requests to the branch office and share surplus literature with other congregations. The chapter "Suggested Literature Request Quantities" will help congregations avoid the overstocking of literature and magazines.

It is vital that the Congregation Service Committee and all those working with literature and magazine distribution in the congregation become thoroughly familiar with *Literature and Magazine Request Guidelines* as soon as possible. In this connection, it is now available for download from the *Forms* section under the *Documents* tab of the jw.org Web site. No hard copies will automatically be sent to congregations. However, if necessary, copies may be requested from the branch office by using the site.

Additionally, a new form entitled *Record of Special Request Items* (S-57) has been designed to help literature servants keep track of literature requests from congregation publishers. This form will only be available by download from the site. Congregations will not be able to request this form from the branch office.

Thank you for your attention to these details. Questions regarding these items may be e-mailed to shippingcorrespondence@jw.org. We send our warm Christian love and greetings.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

cc: Traveling overseers