

HOW TO HANDLE SUBSCRIPTIONS PROPERLY

3	JOHN A. MEEK <small>PLEASE PRINT (Name)</small>		GIFT <input type="checkbox"/> 12
4	325 S. WASHINGTON ST. APT. 3-C <small>(Address)</small>		POLISH <input type="checkbox"/> 7 <small>(Language)</small>
5	NEW YORK N.Y. 10001 <small>(City) (Province or State) (Zone or Code)</small>		LARGE PRINT <input type="checkbox"/> 8 6
11	CONG. NO. 70005 WATCHTOWER Subscription JOSEPH PUBLISHER 7-1-96 Pioneer <input type="checkbox"/> <small>(Obtained by) (Date)</small>		NEW RENEWAL <input type="checkbox"/> 9 & 10 2
1	NORTHWEST NEW YORK N.Y. <small>(Congregation) (City) (Province or State)</small> <small>Please make out in duplicate: original for the Society; the other one, marked COPY, to be retained by the congregation. Please carefully verify all information with subscriber. Inaccurate data will delay or prevent delivery. Print all information legibly. Turn in promptly.</small> Please submit all subscriptions through the congregation.		1 YEAR <input type="checkbox"/> 6 MONTHS <input type="checkbox"/>
	M-1		Printed in U.S.A.

1. ALL SUBSCRIPTIONS, including personal subscriptions of publishers, should be sent to the Society THROUGH THE LOCAL CONGREGATION. Please do not send them directly to the Society or to the branch office. Each week the secretary will mail all subscriptions received, even if only one, with a properly filled out Weekly Subscriptions form (M-203) to the Society's office.
2. PLEASE NOTE: Publishers should turn in all subscriptions to the one assigned to handle these at the next meeting after they are obtained. It usually takes at least one month from the time the subscriptions are sent to the Society for the subscriber to receive the first copy by mail. Therefore, publishers should make return visits on subscribers to ascertain that the subscription is received.
3. When turning in subscriptions to the congregation, both the ORIGINAL AND the DUPLICATE COPY should be typed or printed clearly, and filled out completely and legibly with the name correctly spelled. The duplicate, which is retained in the congregation file, should be marked "COPY" in the upper right-hand corner.
4. Provide a COMPLETE MAILING ADDRESS. Clearly print all applicable parts of the address, including house and apartment numbers, street name and directionals (N [North], S [South], etc.) or the post office box number.
5. The NAME OF THE CITY OR POST OFFICE used in the subscriber's address should be spelled out completely. Make certain that the name of an official city or post office is used.
6. The POSTAL CODE or ZIP CODE must be correct. If you are uncertain, do not list one but leave this space blank.
7. The LANGUAGE should be spelled out in full. Check the publisher's information page of *The Watchtower* and *Awake!* for languages available. Semimonthly language editions are available as six-month and one-year subscriptions; monthly editions are available as one-year subscriptions only; quarterly editions are not available by subscription.
8. Check the box to receive a LARGE-PRINT edition of *The Watchtower*. Languages available in large print are listed on the publisher's information page of *The Watchtower*.
9. A NEW subscription is one submitted for the first time, or, if the person was formerly a subscriber, it would be marked "new" if the subscriber has received the last issue of the previous subscription.
10. A RENEWAL subscription is one for which the subscriber has not received the last issue of the current subscription. It is preferred that the Expiring Subscription return visit slip be used for renewing subscriptions. However, if this is not available, the renewal notice appearing in the magazine should be used. Please obtain the renewal as soon as possible so that the subscriber will not miss any issues.
11. The CONGREGATION NUMBER should be entered clearly on the subscription slip if the subscriber (a) lives in your territory or (b) is associated with your congregation. Otherwise, mark a line through the space designated for the congregation number on the subscription slip.
12. For a GIFT SUBSCRIPTION, check the "gift" box at the top of the slip, and print the complete name of the giver on the "obtained by" line.
13. AUDIOCASSETTE SUBSCRIPTIONS should be requested using the special audiocassette subscription forms, if available. Check to see if it is available in the language you are requesting. Only one-year subscriptions are available.
14. If a subscription is not being received and a period of more than six weeks has elapsed since it was sent to the Society, the brother handling subscriptions should check recent monthly statements to see if the Society has received the subscriptions in question. If they do not appear on one of the past two monthly statements after the subscriptions were sent, please send duplicate copies of the subscriptions, a copy of the Weekly Subscriptions form, and a letter of explanation to the Society's office. However, if the monthly statement shows that the subscriptions were received by the Society, the congregation secretary should write a letter to the Society providing the following information: (1) the complete name and address of the subscriber; (2) which language and magazine the subscription is for; (3) the length of the subscription term; (4) the date the Weekly Subscriptions form that included the subscription was sent to the Society. All correspondence should be signed by the secretary and presiding overseer.

(Post one copy of these instructions on the information board during magazine campaigns.)