

HOW TO HANDLE SUBSCRIPTIONS PROPERLY

LANGUAGE	Polish	UNIT NUMBER	U 1
Name	John A. Meek		
	(PLEASE PRINT ALL INFORMATION)		
Street and Number or Route and Box	325 S. Washington St. Apt. 3-C		
Post Office	Brooklyn	State	N.Y.
		Zone or Code	11201
Enter the above name as a subscriber for	<input checked="" type="checkbox"/> NEW		<input checked="" type="checkbox"/> 1 YEAR
The WATCHTOWER (check <input checked="" type="checkbox"/>)	<input type="checkbox"/> RENEWAL		<input type="checkbox"/> 6 MONTHS
Published semimonthly			
Obtained by	Joseph Publisher		
Check <input checked="" type="checkbox"/> which: Congregation publisher	<input checked="" type="checkbox"/> Pioneer		
Name of Congregation (If sent in by congregation)	New York, N.Y., Northwest U.		
Send original <i>only</i> to this office. Subscriber should KEEP duplicate as receipt. Subscriber's own initials, verifying this slip as correct (jam)			
Watchtower Bible and Tract Society of New York, Inc.		\$1.00 per year	
117 Adams Street, Brooklyn, N.Y. 11201		50c six months	
M-1 9/63		Printed in U.S.A.	

1. Please *PRINT* or type all information. Common abbreviations may be used for Street (St.), Road (Rd.), Avenue (Ave.), Apartment (Apt.), compass directions and states.
2. Spell the *NAME OF THE POST OFFICE* completely. Some communities, sections of cities and stations are not official post offices to which mail can be directed.
3. The *ZIP CODE* should be the correct one for the subscriber. If you are not certain, do not list one.
4. Spell out the *LANGUAGE* in full. When the subscription is for English the space may be left blank. Check the second page of *The Watchtower* and *Awake!* for languages available.
5. A *RENEWAL* is a subscription expired during the past two months. All back-call slips and subscriptions expired more than two months are *NEW* subscriptions. The renewal notice appearing in the magazine should be used for renewing. The name and address as stenciled on the magazine wrapper should be used if it is correct.
6. Subscriptions may be submitted for six months, one year or longer. If for two years or more, cross out '1 year' and write in number of years desired. Monthly magazine subscriptions are only available for one year or longer.
7. The *NAME OF THE CONGREGATION* will be completed by the accounts servant when sending the slips to the Society. The *UNIT NUMBER* will be listed only when the subscriber's address is in the congregation's territory.
8. Leave a *DUPLICATE SUBSCRIPTION SLIP* with the subscriber after the information has been verified and the original slip initialed.
9. It usually takes about one month before the first subscription copy arrives.
10. A *CHANGE OF ADDRESS FORM* should be filled out before moving. Your congregation servant can supply you with one when needed. A subscription may be renewed and address changed at the same time by noting this on the renewal notice.

ACCOUNTS SERVANT

A. PREPARING SUBSCRIPTIONS FOR SENDING TO THE SOCIETY

1. List the subscriptions on the Subscription Record sheet, including the names of the publishers obtaining them. If a slip is illegible or not properly filled out it should be returned to the one who obtained it for correction. The Subscription Record sheets should be numbered consecutively throughout the year starting with number 1 each September 1. Always keep a duplicate Record sheet for your congregation file for reference.
2. Subscription slips should be kept in the same order as listed on the Record sheet and inserted inside the sheet when folded. Do not staple or fasten the slips together.
3. A Remittance and Credit Request form should be filled out and the correct remittance enclosed.
4. For prompt service to subscribers send in all slips *WEEKLY* regardless of the number on hand.
5. If the subscriptions are sent first-class mail the postage is 6c per ounce. You can send 20 subscription slips, 1 remittance form, 1 Record sheet and 1 check in an envelope for one ounce. If any more slips or forms are sent, an additional 6c stamp must be used. Airmail is 10c per ounce. Be sure to always place the proper postage on the envelopes.
6. For best service it is recommended that publishers send in their new and renewal subscriptions through their local congregation. This includes personal subscriptions.
7. A free Postal Zip Code Directory for your city or list of zip codes in your congregation territory may be obtained from your local postmaster. This may be used to check zip codes before sending the slips in to the Society.

B. SUBSCRIPTIONS OBTAINED BY PIONEERS

1. Pioneers working in an isolated group may send their subscriptions in together on one Subscription Record sheet. When this is done, only one name will appear at the top of the Subscription Record sheet and the Remittance and Credit Request form. This same name must be written in the space on the subscription slips "sent in by."

2. Pioneers working with congregations should turn their subscriptions in to the congregation they are assigned to. Each subscription should show the full name of the congregation sending in the slips. Be sure to check the space marked "Pioneer."

3. Subscriptions are cash items. The current *Cost List* may be consulted to ascertain the cost of subscriptions for pioneers.

C. INQUIRIES ON NONDELIVERY OF SUBSCRIPTIONS

If a subscription is not being received, send the Society the complete name and address of the subscriber, the magazine subscribed for and length of the subscription, and when the subscription was sent to the Society.

CONGREGATION SERVANT

A. The congregation servant should carefully check the Subscription Record sheet to see that it is completely made out and check also the subscription slips enclosed.

B. During the subscription campaigns for *The Watchtower* and *Awake!* it is suggested that the instructions on the reverse side be posted on the information board so the publishers may refer to them.

C. Two copies of this sheet are being supplied. One is for the information board and the second is for the accounts servant. These instructions on how to handle subscriptions properly replace those previously sent.

Watchtower B. V. Society
OF NEW YORK, INC.