

MONTHLY MOVEMENT OF LITERATURE

INSTRUCTIONS:

LANGUAGE: _____

1. Language-coordinating congregations take an actual count of literature each month, and the quantity is entered in the "Currently on Hand" column.
2. "Rec'd" column: Enter the quantity of each item received or returned to stock.
3. "Moved" column: Enter the quantity of each item moved. This can be determined by 1) adding together what was received during the month with what was on hand from the previous month and then 2) subtracting from this total the number of the actual count just taken ("Currently on Hand").
4. Request no more than a three-month supply of congregation stock items. Special-request items are marked with an asterisk (*). These items should not be stocked.

IMPORTANT: Inventory quantities should be submitted twice a year through the jw.org website. Please submit the February/August inventory to the branch office no later than the 15th of March/Sept.

MONTH & YEAR			Sept / Mar			Oct / Apr			Nov / May			Dec / June			Jan / July			Feb / Aug			
Item No.	Annual Items	Symbol	Originally on hand	Rec'd	Currently On hand	Moved	Rec'd	Currently On hand	Moved	Rec'd	Currently On hand	Moved	Rec'd	Currently On hand	Moved	Rec'd	Currently On hand	Moved	Rec'd	Currently On hand	Moved
	<i>Sample</i>		212	0	181	31	0	140	41	0	32	108	100	111	21	0	78	33	100	70	108
5001	Examining the Scriptures (current year)*	es19																			
5005	Yearbooks (all years)*	yb..																			
5006	Bound Volume (current year)*																				
5007	Bound Volumes (all other years)*																				
5008	Indexes (multiyear)*	dx..																			
5009	Indexes (single year)*	dx..																			

Bibles

5140	New World Translation	nwt																			
5141	New World Translation (large size)*	nwtls																			
5142	New World Translation (pocket-size)	nwtpkt																			
5100	Other Bibles																				

Books - Large Size

5441	"Sing Out Joyfully" (large size)	sjls																			
5442	"Sing Out Joyfully"—Lyrics Only	sjjls																			
6200	Other books (Large Print)																				

Books

5414	Ministry School	be																			
5334	Bible Teach	bh																			
5340	Teach Us	bhs																			
5416	Bearing Witness	bt																			
5231	"My Follower"	cf																			
5331	Draw Close to Jehovah	cl																			
5419	Imitate	ia																			
5411	Insight (complete set)*	it																			
5413	Proclaimers*	jv																			
5425	Jesus—The Way	jy																			
5422	God's Kingdom Rules!	kr																			
5427	Learn From the Bible	lfb																			
5415	Teacher	lr																			
5335	"God's Love"	lv																			
5343	Remain in God's Love	lvs																			
5332	Organized*	od																			
5435	Pure Worship	rr																			
5403	"All Scripture"	si																			
5341	"Sing Out Joyfully"	sjj																			
5339	Young People Ask, Volume 1	yp1																			
5336	Young People Ask, Volume 2	yp2																			
5200	Other books																				

Braille items

5610	Bibles in Braille (number of volumes)																				
5620	Books in Braille (number of volumes)																				
5630	Brochures & Booklets in Braille (number of volumes)																				
5640	Tracts in Braille (number of volumes)																				
5650	Other items in Braille (number of volumes)																				

Audio/video

5710	Audiocassettes* (All)	cs..																			
5720	CDs* (All)	cd..																			
5730	DVDs* (All, including Watchtower Library)	dv..																			
5740	Videocassettes* (All)	vc..																			

MONTH & YEAR			Sept / Mar			Oct / Apr			Nov / May			Dec / June			Jan / July			Feb / Aug			
Item No.	Brochures	Symbol	Originally on hand	Rec'd	Currently On hand	Moved	Rec'd	Currently On hand	Moved	Rec'd	Currently On hand	Moved	Rec'd	Currently On hand	Moved	Rec'd	Currently On hand	Moved	Rec'd	Currently On hand	Moved
6667	Reading and Writing	ay																			
6659	Good News	fg																			
6650	See the Good Land	gl																			
6665	Happy Family	hf																			
6662	Happy Life	hl																			
6660	Jehovah's Will	jl																			
6647	Satisfying Life	la																			
6654	Was Life Created?	lc																			
6658	Listen to God	ld																			
6655	Origin of Life	lf																			
6657	Listen and Live	ll																			
6663	My Bible Lessons	mb																			
6648	Road to Life	ol																			
6639	Lasting Peace	pc																			
6653	Pathway	ph																			
6671	Return to Jehovah	rj																			
6656	Real Faith	rk																			
6630	Spirits of the Dead	sp																			
6667	Teaching	th																			
6637	When Someone Dies	we																			
6664	Teach Your Children	yc																			
6684	10 Questions	ypq																			
6600	Other brochures																				

Tracts (8 cm = 1000)

7130	View the Bible	T-30																			
7131	View the Future	T-31																			
7132	Happy Family Life	T-32																			
7133	Who Controls the World?	T-33																			
7134	Will Suffering End?	T-34																			
7135	Live Again	T-35																			
7136	Kingdom	T-36																			
7137	Web site tract	T-37																			
7100	Other tracts																				

Forms and Supplies

9172	DPA Card (medical document)	dpa																			
8388	Identity Card (medical document)	ic																			
7305	Invitation to congregation meetings	inv																			
8410	Contact card for jw.org	jwcd1																			
8524	Contact card for jw.org	jwcd4																			
8704	Field Service Report	S-4																			
8724	Receipt	S-24																			

Public Witnessing Equipment

3516	Literature Display Cart*	ldcrt																			
3526	Literature Display-Magnetic Board*	ldcrtmbd																			
3535	Literature Display-Starter Kit*	ldcrtmsk																			
3528	Literature Display Kiosk*	ldkiosk																			
3517	Literature Display Stand*	ldstd																			
3518	Literature Display Table*	ldtbl																			

PERIODICALS			Jan/Feb			Mar/Apr			May/June			July/Aug			Sept/Oct			Nov/Dec		
Report Month:			The Watchtower Issue No. 1			Awake! Issue No. 1			The Watchtower Issue No. 2			Awake! Issue No. 2			The Watchtower Issue No. 3			Awake! Issue No. 3		
Record the total quantity received for each issue. Record the total quantity for each issue remaining on hand at the end of the featured months.			Rec'd	Remaining on Hand	Moved	Rec'd	Remaining on Hand	Moved	Rec'd	Remaining on Hand	Moved	Rec'd	Remaining on Hand	Moved	Rec'd	Remaining on Hand	Moved	Rec'd	Remaining on Hand	Moved
8181	Watchtower Public-edition - 2018 No. 1 issue	wp																		
8182	Watchtower Public-edition - 2018 No. 2 issue	wp																		
8183	Watchtower Public-edition - 2018 No. 3 issue	wp																		
8191	Watchtower Public-edition - 2019 No. 1 issue	wp																		
9181	Awake! - 2018 No. 1 issue	g																		
9182	Awake! - 2018 No. 2 issue	g																		
9183	Awake! - 2018 No. 3 issue	g																		