

Christian Congregation of Jehovah's Witnesses



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

September 9, 2013

TO ALL BODIES OF ELDERS

Re: Literature inventory

Dear Brothers:

We are writing to provide details regarding the semiannual literature inventory. All language-coordinating congregations should submit their inventory quantities using jw.org no later than **October 7, 2013**.

Inventory quantities may be submitted using the “Inventory Reports” option under the “Request Literature” section of the “Congregation” tab of jw.org. First, submit an inventory count **for your congregation’s primary language**. Next, take note of any additional links for reporting other-language inventories. You should submit an inventory count for each of these additional languages *unless* there is a congregation in that language in your Kingdom Hall Literature Group.

The *Monthly Movement of Literature* (S-28) form may be printed from jw.org as needed. Since the items listed on the form correspond to the items as they are listed on jw.org, only the latest version should be used.

Sign-language congregations: Please use the *Monthly Movement of Literature (Sign language)* (S-28sl) form to take a complete inventory of items on hand for August 2013. Then, use jw.org to submit your inventory for items marked “Submit” on the S-28sl form. After submitting your inventory quantities using jw.org, please send your completed S-28sl form to the branch office via fax to (845) 744-9000 or e-mail to shippingcorrespondence@jw.org with the words “Sign-language Inventory” in the subject line. The inventory report sent to the branch office should include a quantity for all of the items listed on the S-28sl form.

As soon as possible after the inventory reports have been submitted to the branch office, the service overseer of the language-coordinating congregation and the language coordinator should meet to determine the quantities and items that should be shared with other congregations. Once it is determined how much literature should be shared, immediately adjust the figures in the “Quantity to Share” column on the “Maintain Current Inventory” page to make them available to other congregations.

Thank you for your attention to these details. We send our warm Christian love.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

cc: Traveling overseers
9/9/13-E