

World Service Office, Inc. Memo

To: Area and Regional Service Offices & Fellowship Literature Distributors
CC: Areas, Regions, and World Service Conference Participants
From: WSO Board of Directors
Date: 5 August 1997
Re: WSO Sales Policy

Enclosed is a copy of the sales policy that the WSO Board adopted at our July meeting. This policy incorporates the changes that we have already reported to you. They are:

- the incremental restructuring of the discount schedule. The discount amounts have been rounded off to the nearest half percent.
- the requirement of full payment of invoices within the credit terms applicable to each customer type and purchase. Any invoices that are not paid when due will lose their discount. The 1 ½ percent per month penalty for late payment that was in the old policy has been removed.
- the new provisions will have an effective date of October 1, 1997, for all customers who purchase under the single purchase requirement and January 1, 1998, for those customer on an annual contract.

There are several other areas of our sales policy that will be addressed in the coming year, including an examination of the overall literature distribution network, increasing efficiency of the WSO, regional boundaries and discount restrictions, and shipping and handling costs and charges.

Over the last several years the WSO Board has received requests for the suspension or removal of the section of the sales policy that restricts discounts being given for fellowship sales in regions already served by a service office.

August 4, 1997

Because we believe that removing this restriction could have an immediate impact on our current literature distribution system and local communities, we are forwarding this issue to the World Service Board of Trustees for additional discussion. You can expect to see more information about this issue in future reports and as always, we invite your input.