

The
Incorporated
Trustees
of the Gospel
Worker
Society

Union
Gospel Press
Division



Publishers of
Sunday School and
Religious Literature
Since 1902

P.O. Box 6059
Cleveland, Ohio 44101
Phone 216/749-2100
Fax 216/749-2205

Grace M. Todd
President and
Editor in Chief

Dear Customer:

We are writing to let you know how much we appreciate your business. Union Gospel Press could not continue without loyal customers like you.

Because we send out a million publications every quarter, in order to allow adequate time for processing and shipping, we ask that you be sure to always have your orders in eight weeks prior to the quarter you are ordering for. ***You are welcome to order at any time; however, the deadlines below are given so you receive your material on time.***

Spring Quarter	Order by the first week of January
Summer Quarter	Order by the first week of April
Fall Quarter	Order by the first week of July
Winter Quarter	Order by the first week of October

We look forward to serving you in the future. Thank you.

Respectfully,

UNION GOSPEL PRESS