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