

FOLLOW THESE GUIDELINES TO INSURE PROCESSING OF YOUR ICLD ORDER

1. Only use the official ICLD Order Blank as provided in your last shipment and which is also available on the ICLD web site, www.icld.org (*Make A Request* page)
2. Make sure all the information requested by the Order Blank is legible and clearly written, especially your church or ministry name.
3. Literature will only be sent to a Senior Pastor, Ministry Leader, Director, or similar titles. Please avoid long or elaborate titles with your name. Understand that the Literature ICLD sends belongs to the Church or Ministry, and is not the property of individuals.
4. Please avoid sending frequent requests. ICLD's policy is one box per year for each church or ministry. Sending many requests in a single year can result in you being banned, and you will receive no shipments at all.
5. Avoid sending us lengthy narratives and unneeded information. We only want what is requested by the order form.
6. Where the Order Blank says "Check Only Two", this means a check mark or "x", not a number. For example, we want: "x Bible Dictionary", NOT "20 Bible Dictionary".
7. Where the Order Blank says "Check Only Two", do not check more than two items in that section.
8. At times ICLD may receive a great many requests from churches and ministries that are located close by each other. In order to spread our limited resources fairly around the world, we sometimes have to restrict how much we send to these areas that are making many requests. However, there is a way to get around this restriction. That is by establishing a "Central Library" that will share your literature with other churches and ministries in your area. If interested, contact ICLD at: ICLD2@Juno.com. You must give us the names and addresses of the other churches and ministries who would use your Central Library.