

Independent Holiness Publishers

175 Green Mountain Rd - Pounding Mill, VA 24637-4257

Phone: (276)964-2824 - Email: ihp@holiness.net

Web Page: holiness.net

Dear Pastor, Teacher, or Sunday School Superintendent,

Enclosed is a sample of the Holiness Heritage Sunday School Literature. This letter is to introduce you to our ministry and our products. We are an independent ministry that was formed for the purpose of publishing Holiness material. We are not affiliated with any organization or denomination. Churches from a number of fellowships and denominations are using our materials. We are Holiness, Pentecostal, and Trinitarian. We use the King James Version of the Bible exclusively.

We currently have five grade levels. The beginner level is for ages 1-5. The primary level is for ages 5-8. The junior level is for ages 8-12. The teen level is for ages 12-18. The adult is for ages 19 and up. The junior, primary, and beginner are on the same lesson, so if you have an overlap or class that has a large age gap, you can use the earlier level for the younger children and the more advanced level for the older children in the same class. This has worked well for several churches that have one children's class. We also have Visual Aids for the children's literature. This is similar to flannel-graph and is used to illustrate the lesson with figures in full color. Included will be a packet of removable plastic adhesive. This will enable the pictures to be used without the necessity for a flannel board. They can be placed on anything (wall, chalkboard, poster board, etc.) and then easily removed to be reused.

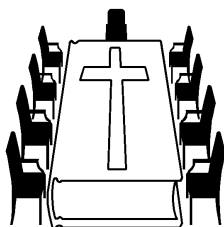
We produce a teacher's guide for each grade level. The Junior, Primary, and Beginner's levels all use the same teacher's guide. We also have available large print adult quarterlies and large print adult teacher's quarterlies. Adult Lesson leaflets are also available for visitors. We ask that each church order enough material that they do not have to photocopy our material. We do not allow copies made of our material except in an emergency. Please order the amount that you will consistently use.

We operate on a schedule of quarters based on seasons of the year rather than physical quarters. Our quarters run from March - May, June - August, September - November, December - February.

Please supply a billing address for First Class Mail of statements and correspondence. Also supply a shipping address for delivery of the material. The material will be shipped via the Post Office. The billing address and the shipping address can be the same address. Also supply us with a contact name and at least 2 phone numbers.

Each church is placed on a standing order when they place their first order.

About 7 weeks before the start of each quarter, you will receive a statement in the mail. We will be sending the amount of literature on the statement unless we hear otherwise. You can call, fax, email or mail your changes to us before the due date on the statement. Once the literature is printed, your church will be responsible for payment. The material cannot be returned once it is shipped. Please remit payment by the due date on the statement. If you need to cancel or make changes let us know before the due date. Any invoice not paid within 30 days of delivery of the material will be charged a service charge of 1½% per month until paid in full. Your standing order will not ship if there are any overdue invoices from a previous quarter. Thanks for keeping all accounts current.



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ORDER FORM

Billing Address: (For First Class Mail Delivery of statements)

Shipping Address: (For Post Office Parcel Delivery of order)

Contact Names:	Area Code:	Phone Numbers: (Supply 2 #'s)	E-Mail Address:

ITEMS	QUANTITY	RATE	TOTAL
Adult Quarterly (Ages 19 and up)		1.50	
Adult Lesson Leaflets (1 copy of all 13 lessons)		1.50	
Large Print Adult Quarterly (Ages 19 and up)		3.00	
Adult Teacher's Guide (order 1 per teacher)		3.00	
Large Print Adult Teacher's Guide (order 1 per teacher)		6.00	
Teen Quarterly (Ages 12-18)		1.50	
Teen Teacher's Guide (order 1 per teacher)		3.00	
Junior Literature (Ages 8-12)		1.50	
Primary Literature (Ages 5-8)		1.50	
Beginner Literature (Ages 1-5)		1.50	
Junior/Primary/Beginner Teacher (order 1 per teacher)		3.00	
Visual Aids for Junior/Primary/Beginner (order 1 per class)		9.00	
***** Total of your order *****		*****	
Shipping and Handling (10% with a \$4 minimum charge)		10% (Minimum of \$4)	
Please return your order 5 weeks before the start of the next quarter! You can call, fax or mail your order in. You are placing a standing order. See the letter on the reverse of this form for more information.			

Don't forget the shipping charge. Thank you and God Bless!	TOTAL:
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