



Bahá'í Distribution Service

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2022

Dear Friends,

We appreciate the valuable service your local Spiritual Assembly assumes in accepting to host a Unit Convention. We understand this event is the only time in the year where many Bahá'ís have an opportunity to view a full selection of Bahá'í materials.

Please provide this information, and additional information attached, to your Publication Coordinator who will be managing your Unit Convention book sales as soon as possible. The sooner orders are received by Bahá'í Distribution Service, the better the selection of titles for your Convention. Please read all instructions. Our office must receive all Unit Convention orders by **September 10, 2022**. **Although Unit Conventions were not held last few years and demand for books might be higher than normal, please do consider your past sales to limit your returns and additional expense. If your order exceeds previous years' sales by a large margin, we will request revisions to be made.**

You will be able to submit your order directly online – anytime – and get the benefits of your business account discount. Please go to our website (<http://www.bahaibookstore.com>), click on “Log-in” and follow the steps to get access to your account or contact us if you do not know your login and password. **If authorized coordinator is placing the order, please fill in the first page of the Unit Convention order Form and email us to enable us to accept the instructions.**

Email orders must be submitted on the enclosed forms in order to insure proper and efficient handling of your Unit Convention order. **Please note: Phone orders will not be accepted.**

Please contact us if you have any questions. We look forward to serving you.

Warmest Regards,

Bahá'í Distribution Service