

## **CRITICAL INFORMATION**

### **A MUST READ**

- **The email you send asking for a request, please make sure the font is at least 12 pts, but not bigger than 14 pts. Smaller text and very large text is hard for me to read. Thank you.**
- **Do NOT send any email in a color other than black. Highlighting important information is OK, but other colors bother my eyes when reading long emails.**
- DO not send anything until it's requested (including donations or purchases).
- YOU WILL GET AN EMAIL RESPONSE.
- DO NOT send anything that IS NOT requested for, such as advertisements, fliers, author bios, author pics, press kits etc... (UNLESS you are getting a promotional package.)
- DO NOT send the incorrect format of image files such as PDFs of complete covers.
- DO NOT lie or misrepresent yourself, or lie about a release date (Amy's Bookshelf Reviews & Podcast verifies all information)
- DO NOT send a "proof" copy of the print book or digital book.
- DO NOT send a computer-printed manuscript when sending a print copy (bound or unbound).

**If your information has changed since your last review, or this is a first time request for the author, please download and fill out the author information document, and attach it to the email when making your request.**