

## **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 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 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).

**Use the form to request a review. You can only contact me directly, if you wish, if you have had more than five books reviewed by Amy's Bookshelf Reviews.**

**When you get a response from Amy's Bookshelf Reviews after the initial request form is filled out, you'll get a text document to fill in for information about the author. If you have had a review prior, you only need to fill it out if your information that I have on file has changed. If you aren't sure, fill it out.**