

It is the policy of Trafford Publishing Author Marketing Services Department to send out complimentary review copies to all working members of the media upon request.

We will NOT honor requests from authors, agents, book clubs, retailers, publishers, or publicists. The working media is defined as a print, television, or electronic journalist working either full or part-time for an established media outlet. Professors may also request one desk copy if they have a legitimate, related course use for the book.

**ALL REVIEW COPY REQUESTS ARE TO BE SENT TO THE ATTENTION OF THE
PROMOTIONS COORDINATOR WITHIN TRAFFORD PUBLISHING AUTHOR MARKETING
SERVICES**

Policy Points:

- All Review copies are to be sent to the media outlet addresses, and not to media member's home addresses.
- **All review copy requests MUST come directly from the media member or professor and they must provide credentials to verify eligibility.**
- E-mail request should be sent to: pressreleases@trafford.com

All written request should be addressed to:

**Trafford Publishing Attn. Promotions Coordinator 1663 Liberty Drive Bloomington, IN
47403**

- **All media requests must contain a physical street address (no post office boxes) for shipping of the review copy of the book.**
- All review copies will be ordered and shipped according to our regular and normal shipping policies (**it takes between 5-10 business days from the time of the request for the media/professor to receive the book**). All review copies are soft cover copies unless only a hardcover version is available.
- We cannot and will not place any other materials with the book (for example, a press release or business card cannot be shipped with the book.)
- We will not replace copies of books sent out by authors prior to receiving our expressed permission.
- **We will NOT honor requests from authors, agents, book clubs, retailers, or publishers.**
- **We will not honor requests from publicists. Any publicity services obtained outside of Author Solutions Incorporated will need to remain between the author and the outside publicists.**
- **A publicist cannot act as a liaison between the media and ASI in order to obtain review copies. Any review copies needed for distribution by an outside publicist will need to be provided by the author or ordered by the publicist through our book orders department.**