



### **Media Review Copy Request Policy**

**It is the policy of the AuthorHouse 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, publicists or libraries. 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.**

#### **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.
- **Email requests should be sent to:** [pressreleases@balboapress.com](mailto:pressreleases@balboapress.com)
- All written requests should be addressed to:  
Attn: Publicity 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 10-20 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 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, publishers or libraries.
- 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.