

Monday, March 16, 2020

Dear Clients,

We are living through unprecedented (can we retire this word already) times, and it is going to take all of us to get through it. Besides flattening the curve, this is a good time to get organized.

At FSB, we are making contingency plans, and creating systems to ensure smooth sailing. Other than that, it is business as usual. We all work at home already and work on promoting your books online, so there has been no disruption to our work. All our critical information is in secure cloud servers and all our senior staff has access to it. As far as your campaign is concerned, it will go on without interruptions. We are here, as always, if you have any questions or concerns.

This morning, I thought it might be helpful for all of us to gather our “writer life” information in one place. This is a PDF document and you can annotate it directly, or you can print it out and fill it in.

Hope this is helpful.

Stay Safe,

Fauzia

Professionals I Work With

	Name	Company	Email	Phone	Website
Literary agent					
Editor					
Publisher					
Publicist					
Marketer					
Website Designer					
Social Media Coordinator					
Author Assistant					
Cover Designer					

My Books

Book Title	Date Published	Publisher	My Contact	Status	Notes

My Digital Assets

	Platform	Username	Password	Who has access?
Domain Name/s				
Website Platform				
Hosting Company for Website (if different)				
Mailing List				
LinkedIn				
Facebook				
Twitter				
Pinterest				
Goodreads				
Amazon Author Page				

Blogging

Platform/Publication	Website	Username	Password	Contact Info/Editor