Worksheet: Publishing on Amazon KDP and IngramSpark

Use this worksheet to organize your metadata, prepare your files, track ISBN usage, and publish your book on Amazon and IngramSpark with confidence.

PART 1: Publishing Overview

Book Title: _____

Subtitle: _____

Author Name (as it will appear): _____

Trim Size: ☐ 6"x9"   ☐ 5.5"x8.5"   ☐ Other: _____

Page Count (final): _____

What formats are you publishing?
☐ eBook (KDP)   ☐ Paperback (KDP)   ☐ Hardcover (KDP)   ☐ eBook (IngramSpark)   ☐ Paperback (IngramSpark)   ☐ Hardcover (IngramSpark)

PART 2: ISBN Assignment

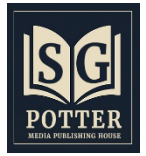| Edition	ISBN	Platform	Notes
eBook	_____	KDP	Use free or your own
Paperback	_____	KDP	Free ISBN or custom
Paperback	_____	IngramSpark	Potential purchase required
Hardcover	_____	IngramSpark	Potential purchase required

💡 *Tip: Use separate ISBNs for each format and platform.*

PART 3: Amazon KDP Setup Tracker

Step	Completed?	Notes
KDP account created	☐	https://kdp.amazon.com
Title, subtitle, author info entered	☐	
Book description written and optimized	☐	Ask CoAuthorGPT for help
Keywords and categories chosen	☐	Up to 7 keywords
Manuscript uploaded	☐	EPUB for eBook, PDF or DOCX for print
Cover uploaded (front only)	☐	JPEG or use Cover Creator
Preview tool used (Kindle/Print)	☐	Fix spacing or TOC issues
ISBN assigned or entered	☐	
Rights confirmed	☐	Select "I own the rights"
Pricing and royalty selected	☐	35% or 70% for Kindle
Book published	☐	Processing takes 24–72 hrs

KDP Launch Date: _____

PART 4: IngramSpark Setup Tracker

Step	Completed?	Notes
IngramSpark account created	☐	www.ingramspark.com

As seen in the book "**The 28-Day AI Author** – A Proven Step-By-Step Guide to Writing and Publishing Your Book with CoAuthorGPT, and Today's Top Creative Tools"

ISBN registered and assigned	☐	Required for upload
Title, subtitle, description entered	☐	Use same metadata as KDP
Print file uploaded (PDF/X-1a:2001)	☐	Embed all fonts
Cover uploaded (wraparound PDF)	☐	Use their template
Step	**Completed?**	**Notes**
Pricing set per market	☐	U.S., UK, Global
Wholesale discount selected	☐	Recommended: 55%
Return policy chosen	☐	Optional, but bookstores prefer it
Final review and approval	☐	Ingram will flag errors
Book published	☐	Distribution begins after approval

IngramSpark Launch Date: _____

PART 5: Pricing & Royalties

Format	Price	Royalty	Notes
eBook	$_____	35% ☐ 70% ☐	KDP
Paperback (KDP)	$_____	60% – printing cost	
Paperback (Ingram)	$_____	Based on discount %	
Hardcover (Ingram)	$_____	Based on discount %	

Did you calculate spine width for your final page count?

☐ Yes   ☐ No

PART 6: Final Review & Launch Prep

Do all your files meet the technical specs?

☐ Cover resolution (300 DPI)   ☐ Embedded fonts   ☐ Correct file types (.PDF, .EPUB)

Did you preview your book using:

☐ Kindle Previewer   ☐ IngramSpark Proofing Tool   ☐ Real device (Kindle/iPad)

Do you have proof copies ordered?

☐ Yes   ☐ No   ☐ Not needed

Do you have a launch plan ready?

☐ Yes   ☐ In progress   ☐ Coming soon

PART 7: Notes & Launch Goals

What are your top 3 goals for your book launch?

1. _____

2. _____

3. _____

Date your book officially went live: _____

Next steps after publishing:

☐ Request reviews   ☐ Promote via email list   ☐ Announce on social media   ☐ Submit to book promo sites