THE AUTHOR'S ROADMAP · PART 9

The Final Sign-Off Checklist

Work through it with the printed proof in your hands, and do not approve a book you have not held.

Proofs

- [ ] KDP proof ordered and received
- [ ] IngramSpark copy ordered and received, if you use IngramSpark
- [ ] A second proof ordered after any correction that changed the interior or cover

The printed proof

- [ ] The trim size matches your setting.
- [ ] No text disappears into the gutter by the spine.
- [ ] Page numbers and running heads are correct.
- [ ] Images are sharp, and bleed images run off the edge with no white sliver.
- [ ] Cover colors look as intended. Print often comes out darker than a screen.
- [ ] Spine text is centered and reads in the right direction.
- [ ] The barcode scans with a phone app.
- [ ] The copyright page shows the right ISBN and, if you have one, the Library of Congress number.
- [ ] The first and last pages of every chapter are complete.
- [ ] Typos are marked, with corrections that keep the page count the same.

Cover files

- [ ] KDP cover built from KDP's template for the final page count
- [ ] IngramSpark cover built from IngramSpark's template for the final page count
- [ ] New cover files made after any page-count change

The ebook

- [ ] Checked in Kindle Previewer
- [ ] Checked on a phone and in one other reading app
- [ ] Table of contents, scene breaks, images, and links all work

Prices and royalties

Format and channel	List price	Royalty per copy
KDP paperback		
KDP ebook		
IngramSpark paperback		
Other:		

- [ ] The paperback is not priced at $9.98 or just below, where KDP's royalty drops to 50%.
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- [ ] IngramSpark compensation is positive after the print cost and the 1.875% market access fee.
- [ ] The same edition has the same list price on every platform.

Metadata

- [ ] Title, subtitle, series, and author name match on every platform.
- [ ] Each ISBN is on the right format.
- [ ] The description is final, with no placeholder text.
- [ ] Categories and keywords are final.

After publication

- [ ] Live pages checked on every store
- [ ] Ebook and print editions linked on Amazon
- [ ] Copyright registered within three months of publication, if not before
- [ ] One printed copy mailed to the Library of Congress, if you received a PCN

Approval

Approved for publication by _____

Date _____

> *Rates and rules checked October 2026. Confirm on each platform the week you publish.*