SIMPLELIFECALC PUBLISHING TOOLKIT

IS

# IngramSpark Publishing Checklist

*A high-level path from finished files to live distribution.*

## FROM FILES TO DISTRIBUTION

A step-by-step checklist for publishing a print title through IngramSpark. Work through the five phases in order, record what your account shows, and use the companion resources for the detailed work.

### WHAT'S INSIDE

- How to use & the four labels
- Account, ISBN & product identity
- Files & metadata
- Pricing, wholesale & returns
- Upload, eproof & print copy
- Live setup & maintenance
- Companion resources
- Live configuration record

START HERE

# How to use this checklist

*Five phases, in order — the detail lives in the companion resources.*

**HOW TO USE THIS CHECKLIST**

1. Read all five phases once before you start, so nothing surprises you at upload.
2. Work the phases in order. Tick an item only when your account confirms it.
3. Copy current values from your IngramSpark account — not from an old table or from this sheet.
4. Use the companion resources named in each phase for the detailed work.

*This checklist does not state platform prices, fees, discounts or print costs. Those change and vary by title, format and market — always use the current values shown in your IngramSpark account and current IngramSpark guidance.*

## The four labels

| | |
|---|---|
| CHECK CURRENT | A value or rule that can change. Confirm it in your account or in IngramSpark's current guidance before you rely on it. |
| MY TITLE | A decision or detail specific to this book. Record it for this title only. |
| PLATFORM RULE | How IngramSpark's own process works — for example, the eproof step. Follow the platform's current version of it. |
| SIMPLELIFECALC WORKFLOW | A recommended working habit from this toolkit. Useful, but not a platform requirement. |

**TIP**

This is the high-level path. The detail lives in the companion resources: ISBN Decision Guide, Metadata Guide and Workbook, File Preflight Checklist, Book Pricing Worksheet, Wholesale Discount Cheat Sheet, Returns Explained, Returns Risk Worksheet, Dual-Platform Setup Planner and Book Launch Timeline.

CHECKLIST

Phase 1

# Account, ISBN & identity

*Decide exactly what the product is before you build files for it.*

## ACCOUNT & ISBN

- [ ] Publisher / imprint name confirmed — MY TITLE
  It appears on the title record — keep it identical everywhere this edition is listed
- [ ] Account, banking and tax details complete — CHECK CURRENT
  Follow the current requirements shown in your IngramSpark account
- [ ] ISBN route chosen for this product — MY TITLE
  A publisher-owned ISBN is the cross-platform route; a free platform ISBN stays on the platform that issued it
- [ ] One ISBN assigned to this exact format
  ISBN principle: each format and edition is its own product with its own ISBN
- [ ] Plan checked if the same print product will also be on KDP — CHECK CURRENT
  Use a publisher-owned ISBN, and review KDP Expanded Distribution eligibility for that ISBN before submitting

## PRODUCT IDENTITY

- [ ] Format / product form chosen — MY TITLE
  For example paperback or hardcover
- [ ] Trim size and binding chosen — CHECK CURRENT
  Choose from the options IngramSpark currently lists for your format
- [ ] Interior type and paper chosen — MY TITLE
  For example black & white or color; options vary by format and trim
- [ ] Bleed decided — MY TITLE
  Needed if any artwork runs to the page edge
- [ ] Final page count locked — MY TITLE
  Spine width, cover template and print cost all depend on it

**COMPANION RESOURCES**

ISBN Decision Guide · Dual-Platform Setup Planner (if the same print product will also be on KDP)

CHECKLIST

Phase 2

# Files & metadata

*Build final files to the spec of the product you just defined.*

## FILES

- [ ] Final manuscript locked — MY TITLE
  No content changes after this point without a new file version
- [ ] Interior PDF built to the current spec — CHECK CURRENT
  Correct trim, bleed if used, embedded fonts, final page count
- [ ] Cover template generated for this exact product — PLATFORM RULE
  Use IngramSpark's cover template for your ISBN, trim, binding, paper and page count
- [ ] Cover PDF built on that template — MY TITLE
  Spine, barcode area and safe zones taken from the template

## METADATA

- [ ] Metadata complete — MY TITLE
  Title, subtitle, description, publication date, language
- [ ] Title, contributors and imprint consistent — SIMPLELIFECALC WORKFLOW
  Identical on the cover, the interior title page and the title record
- [ ] Subjects, keywords and audience set — CHECK CURRENT
  BISAC / Thema codes, keywords and audience — use the fields currently offered
- [ ] Final file version recorded — SIMPLELIFECALC WORKFLOW
  File names, version and date — so you know exactly what was approved

**COMPANION RESOURCES**

Metadata Guide · Metadata Workbook · File Preflight Checklist

CHECKLIST

Phase 3

# Pricing, wholesale & returns

*Use the values your account shows — not an old percentage table.*

- [ ] List price set for each market you will sell in — MY TITLE
  Work it out with the Book Pricing Worksheet
- [ ] Current print cost noted — CHECK CURRENT
  From IngramSpark, for this exact title specification
- [ ] Wholesale discount chosen from the current options — CHECK CURRENT
  Options and minimums can vary by title and market
- [ ] Returnability decided as a separate choice — MY TITLE
  Non-returnable, Yes – Destroy or Yes – Deliver; returned copies create publisher exposure
- [ ] Current publisher compensation checked in IngramSpark — CHECK CURRENT
  This is the final figure for your title and market
- [ ] Market and transition rules reviewed — CHECK CURRENT
  Some settings differ by market or change over time — the current account / title setup wins

**PLANNING MATH — NOT THE FINAL FIGURE**

**Wholesale price = List price × (1 - wholesale discount)**

**Base planning compensation = Wholesale price - current print cost**

IngramSpark's current pricing materials list a Global Distribution Fee. Because current documentation does not present every compensation example the same way, use the current publisher compensation shown for your title and market in IngramSpark as the final figure.

**AVAILABILITY IS NOT STOCKING**

Current IngramSpark guidance says a wholesale discount of approximately 53%–55% with returnable status can support the widest availability. Wider availability does not guarantee that any retailer or library will order or stock your book.

**COMPANION RESOURCES**

Book Pricing Worksheet · Wholesale Discount Cheat Sheet · Returns Explained · Returns Risk Worksheet

CHECKLIST

Phase 4

# Upload, eproof & print copy

*Approve on screen first, then check a printed copy before you commit.*

Upload → Eproof → Review → Correct known issues → Approve eproof → Print copy review → Distribution & quantity decisions

**WHAT AN EPROOF IS**

An eproof is IngramSpark's digital, on-screen proof of your uploaded files. Approving the eproof and reviewing a printed copy are separate steps — one does not replace the other.

- [ ] Interior and cover files uploaded to the title — PLATFORM RULE
- [ ] Eproof reviewed page by page — PLATFORM RULE
  Trim, margins, spine, barcode, images and front/back matter on screen
- [ ] Known issues corrected and re-uploaded — MY TITLE
  Review the updated eproof after any corrected upload
- [ ] Eproof approved — PLATFORM RULE
  Only once it matches the files you intend to publish
- [ ] Printed copy reviewed — SIMPLELIFECALC WORKFLOW
  Paper, color, gutter, spine and cover — things a screen can't show. Decide case by case whether a small later fix needs another printed copy.
- [ ] Charges for later file revisions checked — CHECK CURRENT
  Check whether current charges apply before changing files after approval
- [ ] Distribution and quantity decisions made — MY TITLE
  Choose distribution, and order any copies you need, once you're satisfied

CHECKLIST

Phase 5

# Live setup & maintenance

*Record what is live, and decide when you will check it again.*

- [ ] Listing live and metadata correct — CHECK CURRENT
  Spot-check a few retailer listings once the title shows as available
- [ ] Live configuration recorded below — SIMPLELIFECALC WORKFLOW
- [ ] Next review trigger set — SIMPLELIFECALC WORKFLOW
  For example a price or file change, a new format, a platform update, or a set date

## Live configuration record

| ITEM | YOUR DETAIL |
|---|---|
| ISBN | |
| Current list price (each market) | |
| Current wholesale discount | |
| Current returns setting | |
| Current publisher compensation shown | |
| Approved file version | |
| Distribution status | |
| Last checked (date) | |
| Next review trigger | |

**COMPANION RESOURCES**

Dual-Platform Setup Planner · Metadata Workbook · Book Launch Timeline