

Amazon KDP Upload Checklist

A practical final review for account setup, files, metadata, ISBNs, pricing, preview, proof, and publication approval.

Account and publication identity

- ☐ The publishing account uses accurate legal, tax, identity, banking, and contact information.
- ☐ The author or publishing business controls the account and login recovery methods.
- ☐ Publisher or imprint information has been decided.
- ☐ The title, subtitle, contributors, language, and edition statement are final.

Files

- ☐ The print interior matches the selected trim size and bleed setting.
- ☐ The print cover was created for the final page count, paper, trim, and bleed choices.
- ☐ The ebook file uses clean reflowable structure and working navigation.
- ☐ The ebook cover is a separate front-cover image.
- ☐ Fonts, images, and third-party material are licensed for the intended use.

Metadata and identifiers

- ☐ The description accurately explains the book, audience, and value.
- ☐ Keywords and categories reflect the actual subject and reader.
- ☐ ISBN decisions are final and each print format uses its own assigned ISBN.
- ☐ Publisher, imprint, and ISBN records agree with the book and retailer setup.
- ☐ Pricing, territories, and distribution choices have been reviewed.

Preview, proof, and approval

- ☐ The online preview has been inspected page by page.
- ☐ Margins, images, page order, blank pages, headers, footers, and cover alignment have been checked.
- ☐ A physical proof has been reviewed when practical.
- ☐ All corrections have been incorporated and rechecked.
- ☐ The author has approved the final files and listing information.

Current-platform note: Amazon KDP requirements and interface details can change. Confirm the current instructions in KDP Help before final upload.

Important: This worksheet provides general publishing guidance. Requirements, platform policies, and project needs may change. Verify current requirements before final publication.