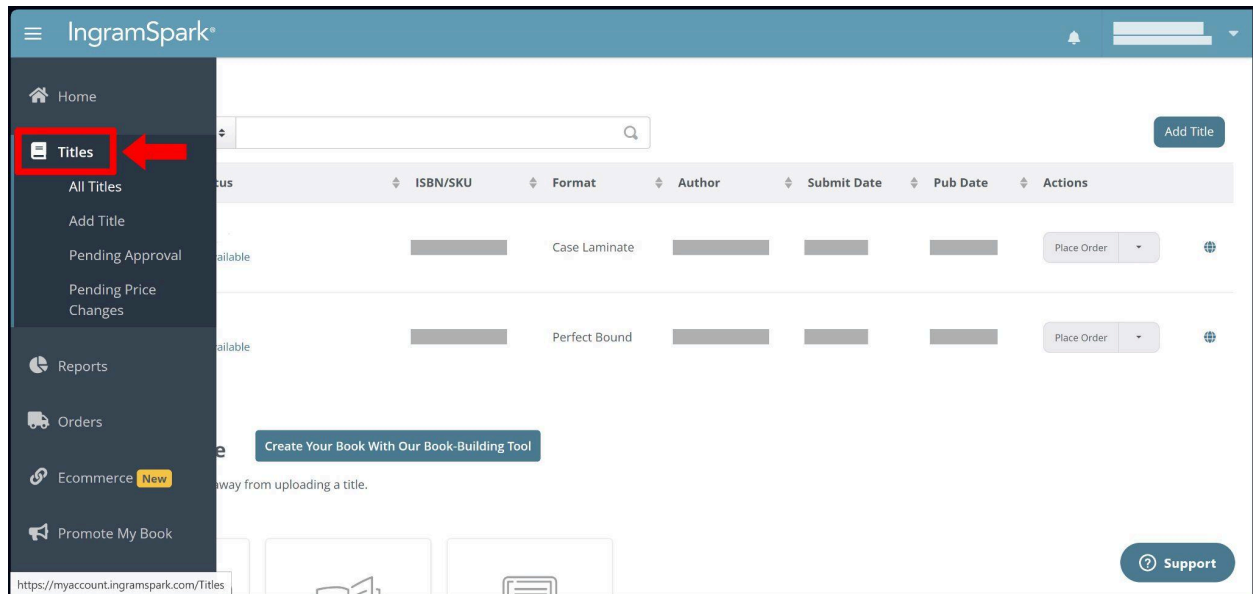


# How to Order Author Copies from IngramSpark

## STEP 1

### View Titles

Once you're logged in, look for the "Titles" option in the left sidebar and select it.



## STEP 2

### Click “Place Order” button

Next to the title you want to order, you should see a "Place Order" button. Click that button.  
(NOTE: “Perfect Bound” = Softcover, and “Case Laminate” = Hardcover)

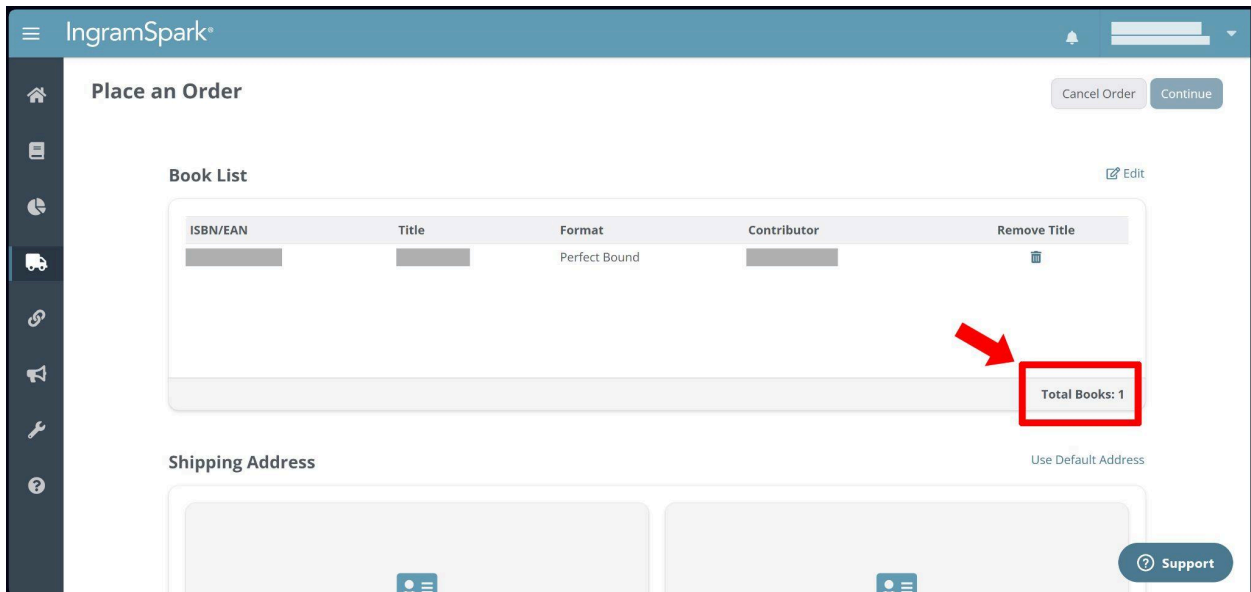
The screenshot shows the IngramSpark dashboard. At the top, there's a search bar with the placeholder text 'Title' and a 'Place an Order' button. Below the search bar is the 'Recently Added Titles' section, which contains a table with the following columns: Title/Status, ISBN/SKU, Format, Author, Submit Date, Pub Date, and Actions. The table lists two titles, both with a 'YOUR COVER' placeholder and a 'Title Available' status. The first title is in 'Perfect Bound' format, and the second is in 'Case Laminate' format. In the 'Actions' column for the first title, the 'Place Order' button is highlighted with a red box, and a red arrow points to it. Below the table is the 'Units Sold Reports' section, which has two tabs: 'Print Units Sold' (selected) and 'Ebook Units Sold'. Both tabs show a table with columns for 'Title' and 'Units', and both display the message 'No sales data available.' At the bottom right, there is a 'Support' button.

Title/Status	ISBN/SKU	Format	Author	Submit Date	Pub Date	Actions
Title Available		Perfect Bound				Place Order
Title Available		Case Laminate				Place Order

## STEP 3

### Total Books

On the next screen, the “Total Books” is not referring to the number of copies you are ordering. Rather, it is referring to the number of titles you are ordering. For example, if you have 3 different books listed on your account and you want copies of each book, it will say “Total Books: 3”. Selecting the number of copies will come later.



The screenshot displays the IngramSpark 'Place an Order' page. At the top, there's a header with the IngramSpark logo and a user profile icon. Below the header, the page title 'Place an Order' is shown, along with 'Cancel Order' and 'Continue' buttons. The main section is titled 'Book List' and includes an 'Edit' link. It contains a table with the following columns: ISBN/EAN, Title, Format, Contributor, and Remove Title. The table has one row with the format 'Perfect Bound'. Below the table, a red arrow points to a box labeled 'Total Books: 1'. The 'Shipping Address' section is visible below the table, with a 'Use Default Address' link. At the bottom right, there is a 'Support' button.

ISBN/EAN	Title	Format	Contributor	Remove Title
		Perfect Bound		

Total Books: 1

## STEP 4

### Shipping Information

Below the Book List, you will find inputs for shipping information. Click on “Use Default Address” for both “Shipping Address” and “Return Address”. If that address that comes up is not where you want your copies sent, or you don’t have an address associated with your account yet, you can input a new address yourself by clicking on “Add New Recipient”. Click “Continue” when finished.

The screenshot shows the IngramSpark interface for setting shipping information. The header is blue with the IngramSpark logo and a user profile icon. A dark sidebar on the left contains navigation icons. The main content area is white and features two sections: 'Shipping Address' and 'Return Address'. Each section contains two large, light gray buttons: 'Add Recipient from Address Book' and 'Add New Recipient'. A red arrow points to a 'Use Default Address' button in the top right corner of each section. A 'Support' button is located in the bottom right corner.

## STEP 5

### Order Quantity and Information Review

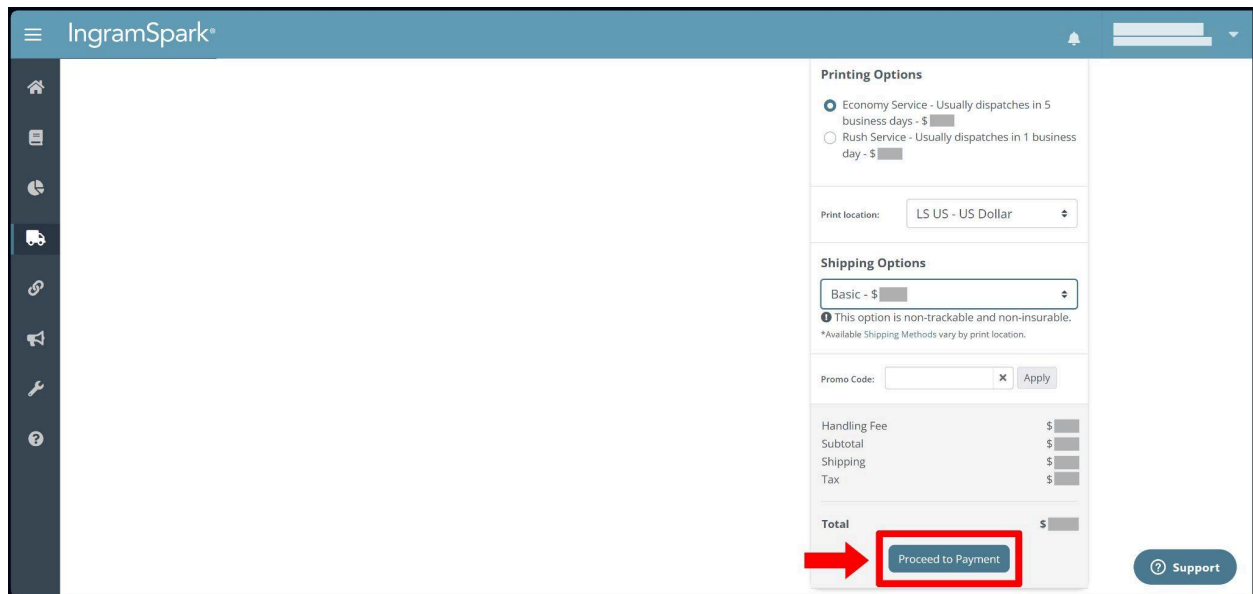
On the next page is where you will enter the number of copies you wish to order for each title. In the information list next to your cover image you will see a number for “Estimated units per shipping carton”. This number indicates the most economical way to order books as you will get the most copies for the shipping rate of one box.

The screenshot displays the IngramSpark 'Order Options' page. The main section, 'Order Details', shows a book titled 'YOUR COVER' with a 'Perfect Bound' format. The 'ISBN/SKU' is displayed, and the 'Estimated units per shipping carton' is 24. A red arrow points to this value. The 'Qty' (quantity) is set to 1, also highlighted with a red arrow. The 'Cost/Unit' and 'Total Cost' are shown as \$0.00. To the right, the 'Order Options' section includes 'Ship to' and 'Return to' addresses, each with a copy icon. Below this, the 'Printing Options' section shows 'Economy Service' selected, which usually dispatches in 5 business days for \$5.66. The 'Rush Service' option is also visible, which usually dispatches in 1 business day. A 'Support' button is located at the bottom right. The top navigation bar includes the IngramSpark logo, a home icon, a search icon, a cart icon, and a 'Proceed to Payment' button.

## STEP 6

### Shipping Options

At the bottom of this page you will select your printing and shipping options, then click “Proceed to Payment”



The screenshot shows the IngramSpark checkout interface. On the right side, there are sections for 'Printing Options' and 'Shipping Options'. The 'Printing Options' section has two radio buttons: 'Economy Service - Usually dispatches in 5 business days - \$' (selected) and 'Rush Service - Usually dispatches in 1 business day - \$'. Below this is a 'Print location' dropdown menu set to 'LS US - US Dollar'. The 'Shipping Options' section has a dropdown menu set to 'Basic - \$'. Below this is a note: 'This option is non-trackable and non-insurable. \*Available Shipping Methods vary by print location.' There is also a 'Promo Code' field with an 'Apply' button. At the bottom of the right sidebar, there is a summary table with the following items: 'Handling Fee', 'Subtotal', 'Shipping', and 'Tax', each followed by a dollar sign and a placeholder box. Below this table is a 'Total' row with a dollar sign and a placeholder box. A red arrow points to a 'Proceed to Payment' button, which is highlighted with a red rectangle. To the right of the 'Proceed to Payment' button is a 'Support' button with a question mark icon.

Printing Options

☒ Economy Service - Usually dispatches in 5 business days - \$

☐ Rush Service - Usually dispatches in 1 business day - \$

Print location: LS US - US Dollar

Shipping Options

Basic - \$

This option is non-trackable and non-insurable.  
\*Available Shipping Methods vary by print location.

Promo Code:

Handling Fee \$

Subtotal \$

Shipping \$

Tax \$

Total \$

## STEP 7

### Finalize Order

Follow the remaining prompts to fill in your payment preference and complete your order.