



# How to order author copies of your book.

A STEP-BY-STEP DD GUIDE

  
LETLOVEGLOW  
AUTHOR SERVICES  
BY D. D. SCOTT

- 1. Login to your Amazon KDP Account at [kdp.amazon.com](https://kdp.amazon.com)**
- 2. You will land on what's called the Bookshelf tab (where you see all your published books, in all formats)**
- 3. Scroll down to the paperback format (which should say LIVE in green -- meaning it's for sale on Amazon; if it does not say LIVE, contact DD to reset it, so you can order your books)**
- 4. On the right side of the paperback section, there's a button that says "Order author copies". Click on that button.**
- 5. Type in the quantity you want to order (up to 999 in a single order). I suggest you order 30 (which is about 1 box, unless your book is 200 pages plus, which may mean 20 to 25 or so per box).**
- 6. Choose the Amazon.com marketplace from the drop down menu.**
- 7. Click the yellow Submit Order button and follow the instructions to Checkout in your Amazon Shopping Cart. (Note: It gives you the cost without shipping and taxes)**

