Default Document Numbers

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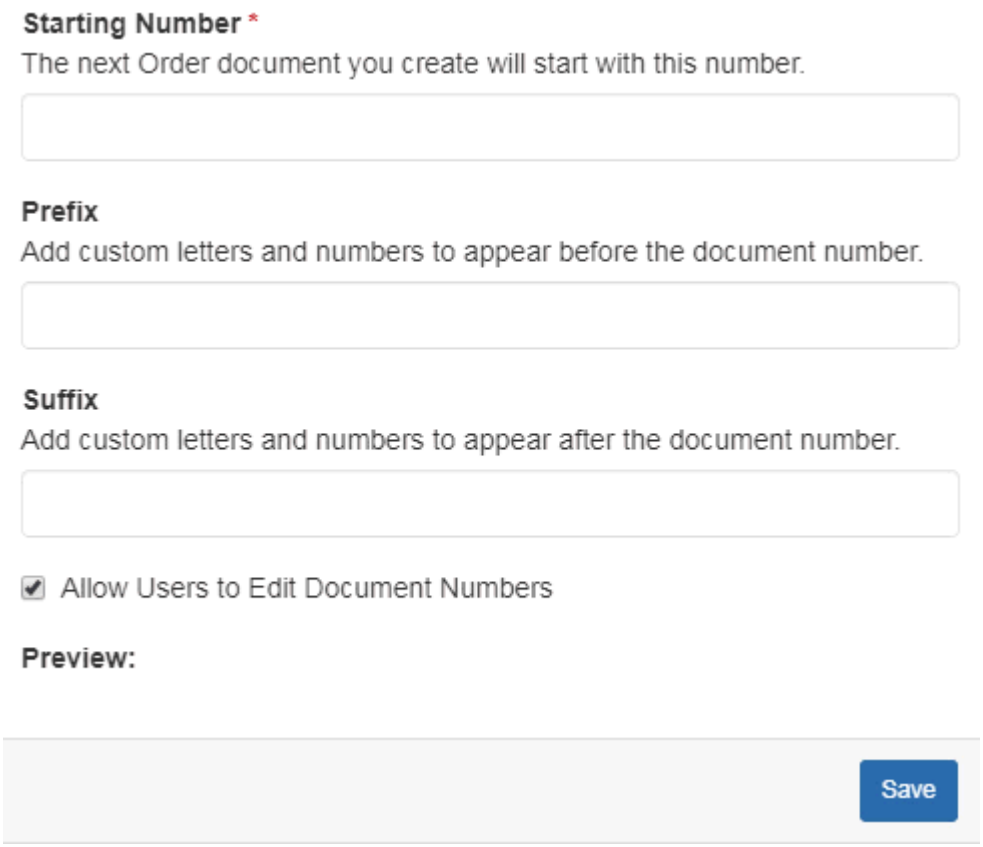
You are able to control the starting number for your sales documentation. This will enable you to create documents that are in chronological order with documents previously created independently of ESP Orders.

There are three options for document number customization:

- **Starting Number:** The next order will begin with this number.
- **Prefix:** Designate letters or numbers to appear before the document number.
- **Suffix:** Designate letters or numbers to appear after the document number.

You can use all three fields or any combination of these options. In the example below, only the starting number and prefix are being utilized. If you would like to enable ESP Orders users within your company to edit the document numbers, check the available checkbox.



Once you have finished establishing defaults for your document numbers, click on the Save button.