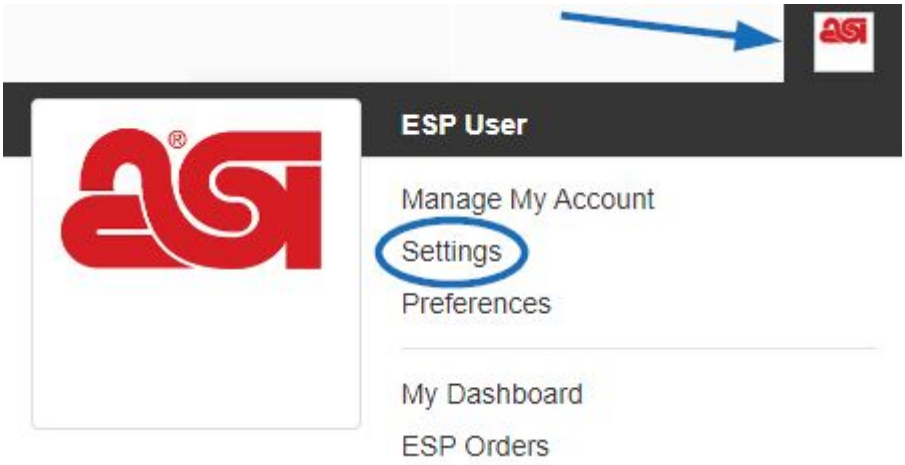
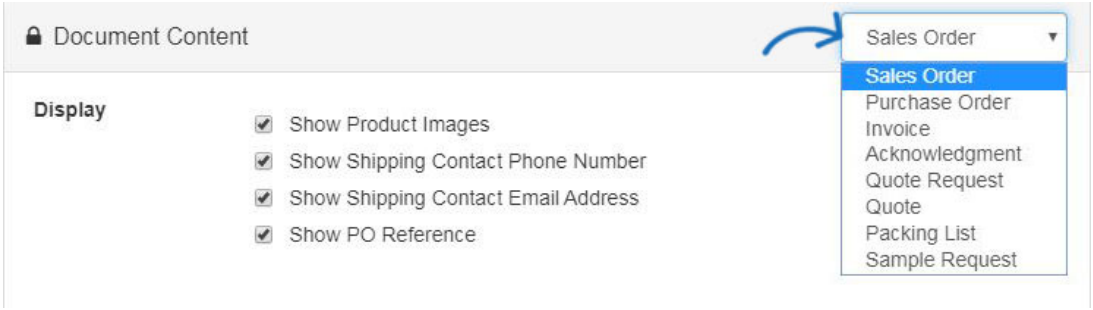
ESP Quick Tip #30: Edit Contact Info on ESP Order Documents

2022-02-17 - Jennifer M - ESP Quick Tips

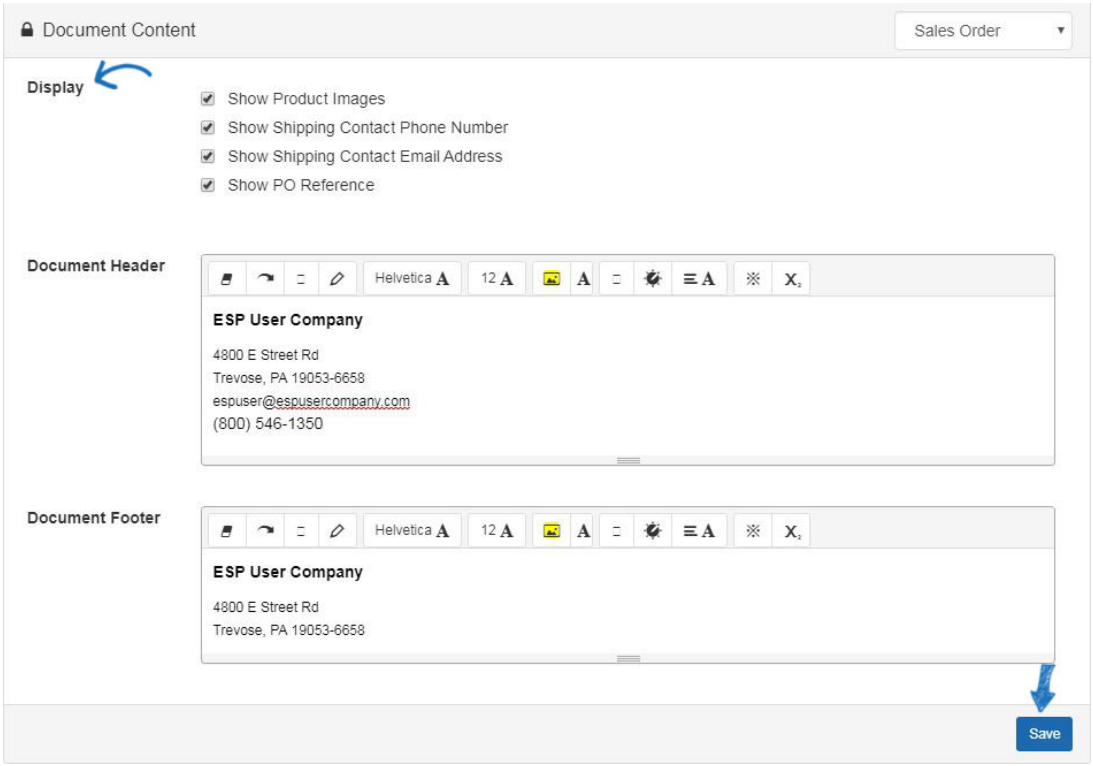
To edit the contact information that appears on your order documents (Purchase Orders, Invoices, Quotes, etc), you will need to be log into ESP Web. Then, click on the user icon and select Settings.



Click on Document Design from the options on the left. Then, use the dropdown to select the type of documentation you would like to edit.



You can then use the available options to edit the document content. Be sure to click Save at the bottom when you are finished.


Document Content
Sales Order
Display
Show Product Images
Show Shipping Contact Phone Number
Show Shipping Contact Email Address
Show PO Reference
Document Header
Helvetica
12
ESP User Company
4800 E Street Rd
Trevose, PA 19053-6658
espuser@espusercompany.com
(800) 546-1350
Document Footer
Helvetica
12
ESP User Company
4800 E Street Rd
Trevose, PA 19053-6658
Save