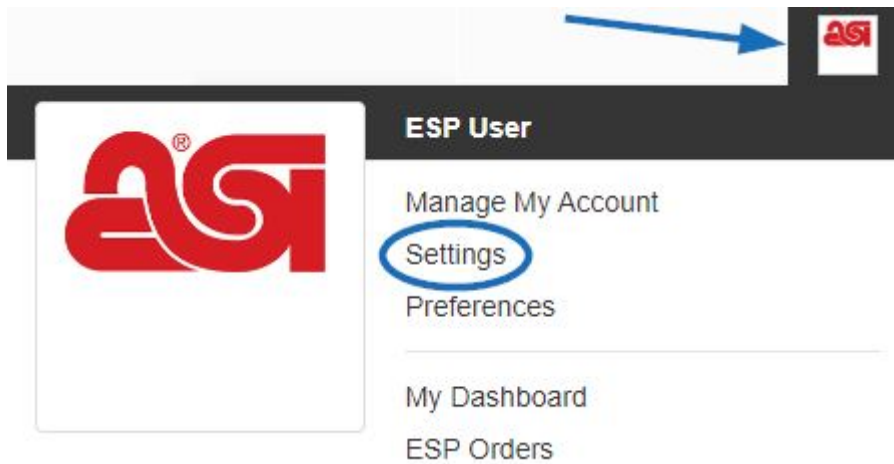




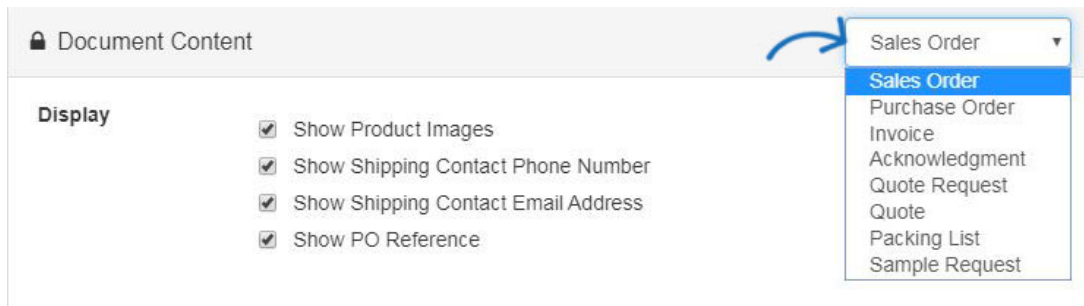
## ESP Quick Tip #30: Edit Contact Info on ESP Order Documents

2022-02-17 - Jennifer S - 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 A 12 A 🗑️ A ☰ ⚙️ ≡ A ※ X,

**ESP User Company**  
4800 E Street Rd  
Trevose, PA 19053-6658  
[espuser@espusercompany.com](mailto:espuser@espusercompany.com)  
(800) 546-1350

**Document Footer**

📄 ↶ ☰ ✎ Helvetica A 12 A 🗑️ A ☰ ⚙️ ≡ A ※ X,

**ESP User Company**  
4800 E Street Rd  
Trevose, PA 19053-6658

 Save