



## Design Sales Documentation

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In the Document Design section, administrators can upload a logo for order documentation. Click on the Upload button, browse your computer, select your logo, and click on Open.

Document Design

Company Logo

Upload

Document Content

Sales Order

In the Document Content section, use the Document Content dropdown to select the document you would like to edit.

Document Content

Sales Order

Sales Order

Purchase Order

Invoice

Acknowledgment

Quote Request

Quote

Packing List

Sample Request

Display

Show Product Images

Show Shipping Contact Phone Number

Show Shipping Contact Email Address

Show PO Reference

When designing the sales documentation, administrators can choose to display product thumbnails by checking the "Show Product Images" box. Do not check this box if you wish to hide the product images.

Use the header and/or footer boxes to customize this information for company Sales Orders. Enter the information you would like to include within the appropriate section and then use the available toolbar to format it.

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     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     X,

**ESP User Company**

4800 E Street Rd  
Trevose, PA 19053-6658

 Save

Invoice, Acknowledgement, Quote, and Packing List will also contain the option to show the CPN (coded product number) or Product Number. Select the option you would like to use.

Document Content Invoice ▾

**Display**

- Show Product Images
- Show Shipping Contact Phone Number
- Show Shipping Contact Email Address
- Show PO Reference

CPN Number     Product Number

When you are finished, click on the Save button at the bottom.

#### Related Content

- [ESP Quick Tip #8: Update the Company Name on Order Documentation](#)