



Set Email Defaults

Wendy Dujmovic - 2019-09-30 - ESP Admin

In the Emails section, users can customize the email information for sales documents. Use the dropdown to select the sales documentation you would like to customize.

Email Details

Configure your in-app email settings for ESP

Send email replies to

contact@espusercompany.com (Controlled By You)

Acknowledgment
Acknowledgment
Invoice
Packing List
Purchase Order
Quote
Quote Request
Sales Order
Sample Request

Use the "Send email replies to dropdown to select which a reply address. Then, enter text in the subject line and Email message boxes. Use the Add Fields option to include automatically generated fields, such as the Customer or Date.

Subject line

New Order Acknowledgement {{ Order.Number }} from {{ CompanyProfile.Name }}

Add Fields ▾

Email message

Hello {{ Customer }}.

Thank you for your business. Please sign this Order Acknowledgement. We appreciate your business and look forward to working with you again soon.

Add Fields ▾

Restore Defaults

Email Signature (used on all email document types)

Note: When adding fields, be sure to separate them with a space.

Email message

Hello,

Please review this Sales Order{{ Order.Number }}{{ Order.Date }}

The Email Signature will be applied to all document types.

When you are finished making changes, click on the Save button.