



## Design Sales Documentation

Wendy Dujmovic - 2021-08-31 - ESP Admin

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 ▼

**Display**


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

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

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](#)