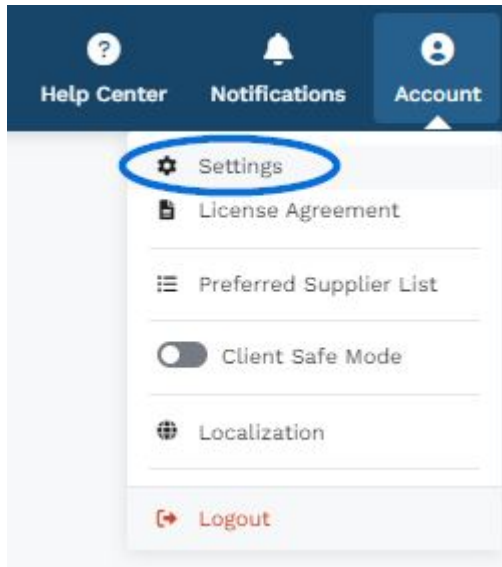


## Update the Reply To Email on Sales Documents

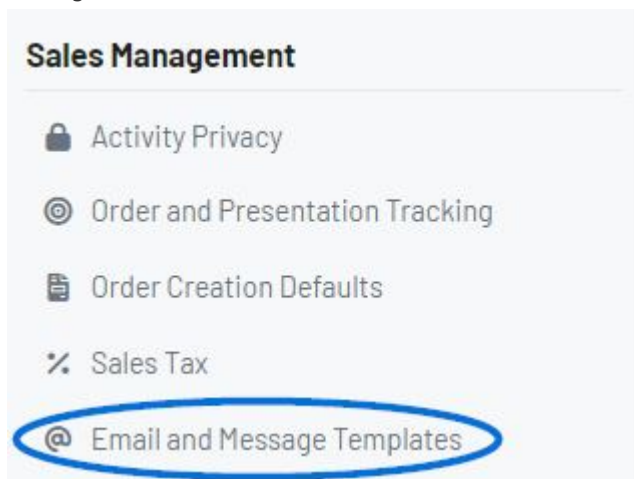
2023-06-16 - Jennifer M - Orders

To change the Reply To email address for order documents, log into ESP+, click on the Account button from the main toolbar, and then select Settings.



Then, take the following steps:

- From the options on the left, click on Email and Message Templates in the Sales Management section.



- The default email information for each type of sales document will be listed. Locate the sales document type (acknowledgement, invoice, purchase order, quote, etc) you would like to update and click on Edit.

**Quote**

Reply to: Company Information

Subject: New Quote {{ Order.Number }} from {{ CompanyProfile.Name }}

Body:

Hello,

Please review the attached Quote. I will be in touch shortly to review the quote and answer any questions. We appreciate your business and look forward to working with you.

{{ CompanyProfile.Signature }}

[Edit](#) ^

- All fields will open in an editable state. To change the Reply To email address, use the dropdown to select from previously added email addresses or click on the Add a New Email Address option.

**Quote**

**Reply To**

Company Information

Individual sender's email address

[+ Add a New Email Address](#)

- Once you have finished updating the Reply To email and making any other desired changes to the email template for the sales document, click on the Save button.

**Quote**

**Reply To**

Company Information

**Subject**

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

[Insert Placeholder](#)

**Body**

[Insert Placeholder](#)

Hello,

Please review the attached Quote. I will be in touch shortly to review the quote and answer any questions. We appreciate your business and look forward to working with you. Thank you!

{{ CompanyProfile.Signature }}

[Restore Application Defaults](#)

Undo any changes you've made and use the defaults set by your administrator.

[Restore Application Defaults](#)

[X Cancel](#) [Save](#)