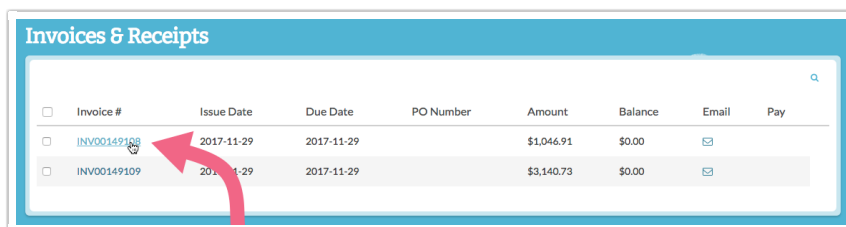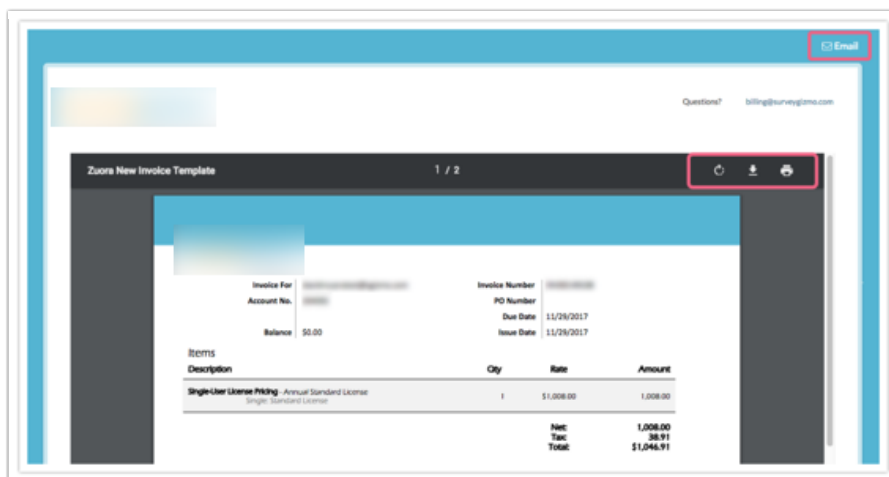# Get a Billing Invoice or Receipt

Need a copy of a billing invoice for your records? Account Administrators can access invoices within the account.

1. Go to **Account > Billing** to see a list of invoices. In addition to viewing your invoices, you can make updates to both the **Billing Contact** information and **Payment Method** here.

2. Click on the **Invoice #** that you need in order to open/view the invoice (the invoice will open in a new browser tab/window). Here, you can also click on the *envelope* icon (under the **Email** column) to email the invoice, if needed. You will be asked to provide a **Recipient Name** and **Recipient Email**.



3. Once your invoice is open, hover over the invoice to see options for *rotating*, *downloading* (PDF), and *printing* the invoice. These options are located in the upper right portion of the invoice. You also have the option to **Email** the invoice (in case someone else needs to execute payment).



4. Scroll to page 2 of your invoice for a quick reference guide on your payment options (including ACH/Wire instructions, check payment instructions, and SurveyGizmo's Tax ID).

## Change Email Address Invoices Are Sent To

SurveyGizmo account administrators have the ability to update account and billing information, including the email address that invoices are sent to under **Account > Billing**. To update the billing email address, click on the **Edit** link corresponding to the **Billing Contact** section and make the necessary changes before clicking **Save**.

**Billing Information**

| Billing Contact | Payment Method |
| --- | --- |
| John Smith | Visa |
| jon.smith@company.com | ************4242 |
| | Expires 10/2020 |
| (123) 123-1234 | Update |
| | |
| 4888 Pearl East Circle | |
| Boulder, CO 80301 | |
| Edit | |

Note: The information that you input into the **Contact** and **Billing** fields within your SurveyGizmo account will be the exact information that appears on your invoices.

If you need to update the account **Contact Information** (this is different than the Billing Information), navigate to **Account > Summary**. Scroll down to the bottom of the page and click the **Edit** link corresponding to the Contact Information section.

**International Customers:** If any one of these fields do not apply to you, please enter NA into the field. We apologize for the Ameri-centric from. We have long-term plans to make this more international friendly in the future!

Should you need specific information on your invoice but not necessarily on your account's Contact or Billing information (usually a VAT or a reference number), you may edit the Billing Information to temporarily reflect this.

Once you have made these updates you can download your invoice. You can then re-establish the desired Contact or Billing information within your SurveyGizmo account.

## Looking for a Receipt?

Upon payment, receipts will be emailed to the email address specified under Billing Information. Account Administrators can view and change this email address under **Account > Billing**. Learn more!

$25 at

VISA 1731

| November 23, 2016 | #2234-5812 |
| --- | --- |
| Description | Amount |
| 25× Subscription to Enterprise Units | $25.00 |
| Total | $25.00 |
| **Paid** | **$25.00** |

Have a question or need help? Visit our support site or send us an email.

## Related Articles