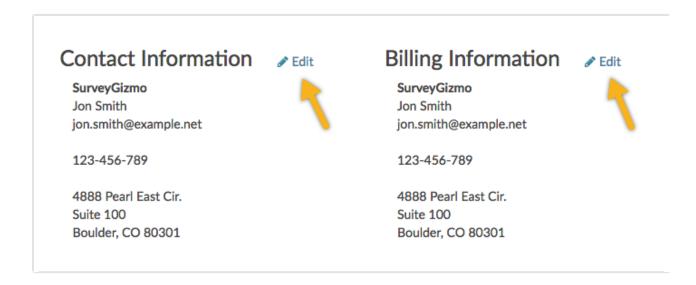
Change Email Address Invoice Is Sent To

SurveyGizmo account administrators have the ability to update Account and Billing information including the email address invoices are sent to by accessing **Account > Account Summary**.

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.

To change the billing information on your SurveyGizmo account, click**Edit** corresponding to the **Billing Information**. Input the required fields and click**Save**.



Note: 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 reestablish the desired Contact or Billing information within your SurveyGizmo account.

Related Articles