





# 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**.

Contact Information	 Edit	Billing Information	 Edit
SurveyGizmo Jon Smith jon.smith@example.net		SurveyGizmo Jon Smith jon.smith@example.net	
123-456-789		123-456-789	
4888 Pearl East Cir. Suite 100 Boulder, CO 80301		4888 Pearl East Cir. Suite 100 Boulder, CO 80301	

**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 re-establish the desired Contact or Billing information within your SurveyGizmo account.

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