Pro: Company details and subscription settings

> This guide applies to the **pro** versions of Heatpunk

You can manage your company details and subscription settings by navigating to **Pro Account Settings** > **General**.

Company details

You can set default information that will be used across all your team's user accounts. This includes company name, number, accreditation, logo, address, and postcode.

The details you set here will be used where relevant throughout Heatpunk tasks, forms, and reports.

Billing information

Here you enter the details we should use for billing your subscription. If you have a separate accounts department, you may wish to use their email address here.

We send out invoices by email every month after your subscription payment has been taken.

Please reach out to our support team if you would like to change your billing details.

Subscription status

At the bottom of this section you will see your subscription status with your next billing date listed.

Cancelling your subscription

In the bottom right, you'll see the option to **Cancel Subscription**. This will cancel your subscription and your team’s accounts will switch back to standard on the date your subscription would have renewed.

Still Need Help? / Want to know more?

- **Related FAQs:** Check out our Pro and Enterprise FAQs for answers to common questions
- **Further guides**: Take a look at our Pro help guides
- **Live training:** Book onto a live demo session to see this feature in action

Contact Support: If you've got further questions, get in touch with our support team at **help@heatpunk.co.uk** (UK) or **help@heatpunk.ie** (IE). *If you are experiencing a bug, to help us look into your issue faster, please include the email address of your account, the name of the project and screenshots of any unexpected behaviour.*

Revision #4
Created 11 November 2025 16:24:26
Updated 2 November 2026 13:21:34 by Emma