

Pro: Company Details and Subscription Settings

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

You can manage your company details and subscription settings in **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.

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.

Please [reach out to our support team](#) if you're having any issues or would like to change your billing details.

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