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Can you send me a quote for buying Deskpro, or an invoice for renewal

[Payment & Renewals](#) - [تعليقات \(٠\)](#) - Ben Henley - 2023-08-10

:Question

?My company will need a formal invoice to raise a purchase order. Could you send me one

:Answer

If you have an existing helpdesk or trial, you can get an invoice by going to the Billing Dashboard from within your account (Click on the \$ icon on the Navigation Bar). Enter or confirm your details, ensuring you select **:Annual billing**

The screenshot shows the Billing Dashboard interface. On the left is a navigation bar with icons for Billing, Dashboard, Invoices, and Payment Methods. The main content area is divided into several sections:

- Plan Summary:** A table with the following data:

Current Plan	Agent Seats	Payment Frequency	Renewal Date
Team	20	Annual	Jan 8, 2024
- Agent Seats:** A section titled "Number of Agent Seats" with a control showing a person icon, a minus sign, the number "20", and a plus sign.
- Plans:** A section titled "Plans" with a "Compare All Plans" link. It features three plan cards: "Team" (\$29 annual, \$39 monthly), "Professional" (\$59 annual, \$69 monthly), and "Enterprise" (\$99 annual only). The "Team" plan is selected with a checkmark.
- Payment Frequency:** A section titled "Payment Frequency" with two options: "Annual" (selected with a checkmark) and "Monthly" (10% more expensive). Under "Annual", there are radio buttons for "1 Year", "3 Years" (Save additional 15%), and "5 Years" (Save additional 25%).

.In the payment section, you can select **Bank Transfer** to generate an offline invoice

To get a quote for a new On-Premise license without a trial, go to www.deskpro.com/buy/, select the license you want to buy, and your details

At the Billing Details step, click on "Purchase Order / Check / Wire". You will then be able to download a PDF .invoice