

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

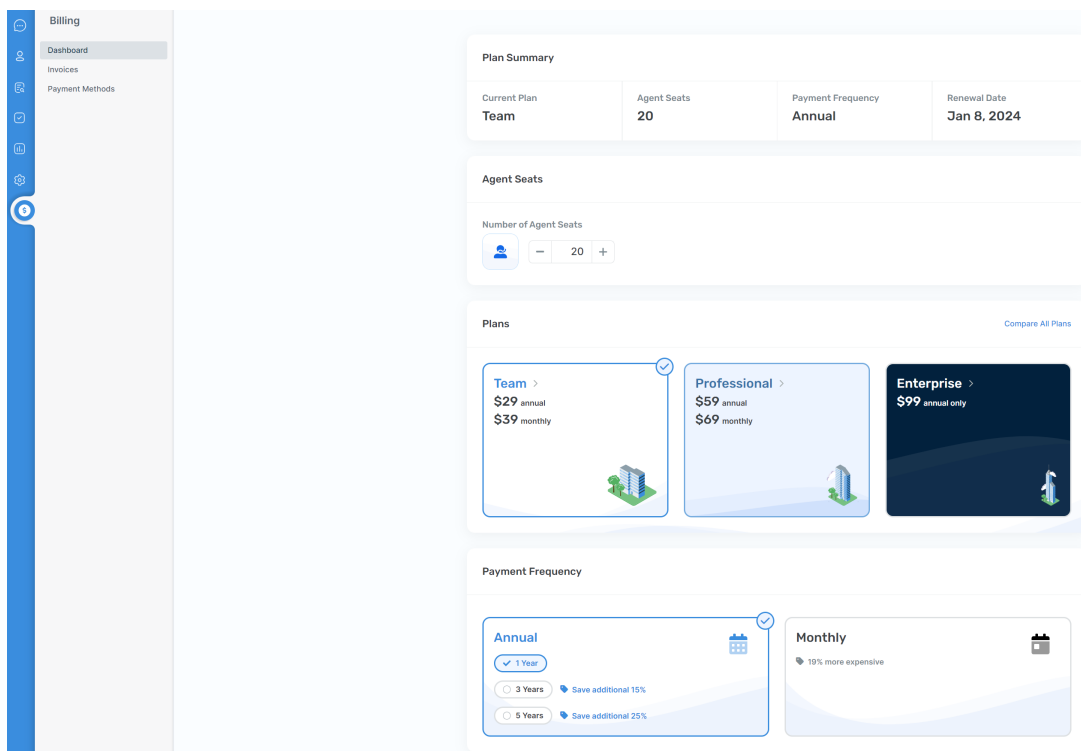
Ben Henley - 2023-08-10 - Коментари (0) - Payment & Renewals

### 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 Deskpro Billing Dashboard. On the left is a navigation sidebar with options: Billing, Dashboard, Invoices, and Payment Methods. The main content area is divided into several sections:

- Plan Summary:** A table showing current plan details.

Current Plan	Agent Seats	Payment Frequency	Renewal Date
Team	20	Annual	Jan 8, 2024
- Agent Seats:** A control panel to adjust the number of agent seats, currently set to 20.
- Plans:** A comparison of three plans: Team (\$29 annual, \$39 monthly), Professional (\$59 annual, \$69 monthly), and Enterprise (\$99 annual only). A "Compare All Plans" link is visible.
- Payment Frequency:** Selection options for Annual (1 Year, 3 Years, 5 Years) and Monthly. The Annual option is selected, and the Monthly option is noted as "19% more expensive".

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/](https://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.