



[Base de conocimiento](#) > [Billing, Consultancy & Sales](#) > [Payment & Renewals](#) > [Can you send me a quote for buying Deskpro, or an invoice for renewal?](#)

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

Ben Henley - 2023-08-10 - [Comentarios \(0\)](#) - [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 displays the Deskpro Billing Dashboard. On the left is a navigation bar with icons for Dashboard, Invoices, and Payment Methods. The main content area is titled 'Billing' and includes a 'Plan Summary' table with the following details:

Current Plan	Agent Seats	Payment Frequency	Renewal Date
Team	20	Annual	Jan 8, 2024

Below the summary, there is an 'Agent Seats' section with a 'Number of Agent Seats' input set to 20. The 'Plans' section shows three options: Team (\$29 annual, \$39 monthly), Professional (\$59 annual, \$69 monthly), and Enterprise (\$99 annual only). The 'Payment Frequency' section shows 'Annual' selected (with options for 1, 3, and 5 years) and 'Monthly' (noted as 10% 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/, 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.