



[ナレッジベース](#) > [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 - [Comments \(0\)](#) - [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**:

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

Agent Seats

Number of Agent Seats:

Plans

Plan	Annual Price	Monthly Price
Team	\$29	\$39
Professional	\$59	\$69
Enterprise	\$99	-

Payment Frequency

Frequency	Additional Savings
Annual (Selected)	-
3 Years	Save additional 15%
5 Years	Save additional 25%

Monthly: 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.