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

Ben Henley - 2023-08-10 - [댓글 \(0\)](#) - [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 Billing Dashboard interface. On the left is a navigation sidebar with options: Billing, Dashboard, Invoices, and Payment Methods. The main content area is titled 'Plan Summary' and includes a table with the following data:

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

Below this is the 'Agent Seats' section, showing a 'Number of Agent Seats' input field set to 20. The 'Plans' section offers 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 Year, 3 Years, 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/](http://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.