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Ben Henley - 2022-06-13 - 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, including a Cloud trial, you can get an invoice by going to the billing area from within the admin interface. Click on the \$ icon at the lower left. Enter or confirm your details, ensuring you select **Annual billing**.

To get a quote for a new On-Premise license, 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.