



[Bilgi tabanı](#) > [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 - [Yorumlar \(0\)](#) - [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 Billing Dashboard. On the left is a vertical sidebar with icons for Home, User, Groups, Tickets, Chat, and a gear. The 'Billing' section is selected. The main area has a 'Plan Summary' section with a table:

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

Below is the 'Agent Seats' section with a slider 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 'Enterprise' plan is highlighted with a dark background. The 'Payment Frequency' section shows 'Annual' (selected, 1 Year, 3 Years, 5 Years) and 'Monthly' (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/](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.