

# All clients



PREPARED BY  
Harbour IT

DATE  
14 Oct 2026

DATA COLLECTED  
14 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT  
3 clients

What fills the tenant's SharePoint storage and what to clean up: sites, folders, large and old files, version history and recycle bins.

**Filtered view.** Largest files: 96 of 300 rows, Location is Clients / Documents. The headline figures cover every row.

## Largest files 96

Size includes older versions.

| Client            | File                                  | Location            | Size   | Older versions | Version | Last change | Changed by                     |
|-------------------|---------------------------------------|---------------------|--------|----------------|---------|-------------|--------------------------------|
| Contoso Legal LLP | Client files/Client files archive.zip | Clients / Documents | 9.6 GB | None           | 1       | 27 Apr 2024 | carol.bennett@contoso.example  |
| Contoso Legal LLP | Client files/Export 2024-12.zip       | Clients / Documents | 4.7 GB | 333.3 MB       | 3       | 22 Jun 2024 | carol.bennett@contoso.example  |
| Contoso Legal LLP | Client files/Recording 2023-11.mp4    | Clients / Documents | 4.4 GB | 316.0 MB       | 2       | 17 Sep 2026 | carl.ashworth@contoso.example  |
| Contoso Legal LLP | Client files/Photos 2022-10.zip       | Clients / Documents | 4.2 GB | 298.7 MB       | 6       | 8 Aug 2026  | eve.lambert@contoso.example    |
| Contoso Legal LLP | Client files/Scans 2021-09.zip        | Clients / Documents | 3.9 GB | 281.4 MB       | 5       | 14 Jan 2025 | carl.ashworth@contoso.example  |
| Contoso Legal LLP | Client files/Client files export.pst  | Clients / Documents | 3.7 GB | None           | 1       | 10 Oct 2023 | annabel.fraser@contoso.example |
|                   |                                       |                     |        |                |         |             |                                |

| Client            | File                                                     | Location                            | Size   | Older versions | Version | Last change | Changed by                     |
|-------------------|----------------------------------------------------------|-------------------------------------|--------|----------------|---------|-------------|--------------------------------|
| Contoso Legal LLP | <a href="#">Client files/Export 2020-08.zip</a>          | <a href="#">Clients / Documents</a> | 3.7 GB | 264.1 MB       | 4       | 26 Apr 2026 | carl.ashworth@contoso.example  |
| Contoso Legal LLP | <a href="#">Client files/Recording 2019-07.mp4</a>       | <a href="#">Clients / Documents</a> | 3.4 GB | 246.7 MB       | 3       | 28 May 2024 | eve.lambert@contoso.example    |
| Contoso Legal LLP | <a href="#">Engagement letters/Export 2024-12.zip</a>    | <a href="#">Clients / Documents</a> | 3.4 GB | 242.3 MB       | 3       | 6 Feb 2025  | eve.lambert@contoso.example    |
| Contoso Legal LLP | <a href="#">Year end/Year end archive.zip</a>            | <a href="#">Clients / Documents</a> | 3.2 GB | None           | 1       | 27 Apr 2024 | carl.ashworth@contoso.example  |
| Contoso Legal LLP | <a href="#">Engagement letters/Recording 2023-11.mp4</a> | <a href="#">Clients / Documents</a> | 3.2 GB | 229.7 MB       | 2       | 6 Nov 2023  | eve.lambert@contoso.example    |
| Contoso Legal LLP | <a href="#">Client files/Photos 2024-06.zip</a>          | <a href="#">Clients / Documents</a> | 3.2 GB | 229.4 MB       | 2       | 14 Nov 2023 | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Engagement letters/Photos 2022-10.zip</a>    | <a href="#">Clients / Documents</a> | 3.0 GB | 217.1 MB       | 6       | 10 Jun 2026 | carl.ashworth@contoso.example  |
| Contoso Legal LLP | <a href="#">Client files/Scans 2023-05.zip</a>           | <a href="#">Clients / Documents</a> | 3.0 GB | 212.1 MB       | 6       | 20 Feb 2024 | carol.bennett@contoso.example  |
| Contoso Legal LLP | <a href="#">Engagement letters/Scans 2021-09.zip</a>     | <a href="#">Clients / Documents</a> | 2.9 GB | 204.5 MB       | 5       | 3 Dec 2022  | carol.bennett@contoso.example  |
| Contoso Legal LLP | <a href="#">Client files/Export 2022-04.zip</a>          | <a href="#">Clients / Documents</a> | 2.7 GB | 194.8 MB       | 5       | 14 Jun 2025 | eve.lambert@contoso.example    |
| Contoso Legal LLP | <a href="#">Payroll/Export 2024-12.zip</a>               | <a href="#">Clients / Documents</a> | 2.7 GB | 194.1 MB       | 3       | 20 Sep 2023 | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Engagement letters/Export 2020-08.zip</a>    | <a href="#">Clients / Documents</a> | 2.7 GB | 192.0 MB       | 4       | 11 Jun 2023 | eve.lambert@contoso.example    |
| Contoso Legal LLP | <a href="#">Payroll/Recording 2023-11.mp4</a>            | <a href="#">Clients / Documents</a> | 2.6 GB | 184.0 MB       | 2       | 21 Nov 2024 | carol.bennett@contoso.example  |
| Contoso Legal LLP | <a href="#">Engagement letters/Recording 2019-07.mp4</a> | <a href="#">Clients / Documents</a> | 2.5 GB | 179.4 MB       | 3       | 17 Apr 2024 | annabel.fraser@contoso.example |

| Client            | File                                                     | Location                            | Size   | Older versions | Version | Last change | Changed by                     |
|-------------------|----------------------------------------------------------|-------------------------------------|--------|----------------|---------|-------------|--------------------------------|
| Contoso Legal LLP | <a href="#">Client files/Recording 2021-03.mp4</a>       | <a href="#">Clients / Documents</a> | 2.5 GB | 177.5 MB       | 4       | 4 Aug 2025  | carl.ashworth@contoso.example  |
| Contoso Legal LLP | <a href="#">Payroll/Photos 2022-10.zip</a>               | <a href="#">Clients / Documents</a> | 2.4 GB | 173.9 MB       | 6       | 19 Feb 2026 | eve.lambert@contoso.example    |
| Contoso Legal LLP | <a href="#">Engagement letters/Photos 2024-06.zip</a>    | <a href="#">Clients / Documents</a> | 2.3 GB | 166.8 MB       | 2       | 31 Mar 2023 | carl.ashworth@contoso.example  |
| Contoso Legal LLP | <a href="#">Payroll/Scans 2021-09.zip</a>                | <a href="#">Clients / Documents</a> | 2.3 GB | 163.8 MB       | 5       | 20 Oct 2023 | eve.lambert@contoso.example    |
| Contoso Legal LLP | <a href="#">Client files/Photos 2020-02.zip</a>          | <a href="#">Clients / Documents</a> | 2.2 GB | 160.2 MB       | 3       | 7 Jun 2024  | carol.bennett@contoso.example  |
| Contoso Legal LLP | <a href="#">Engagement letters/Scans 2023-05.zip</a>     | <a href="#">Clients / Documents</a> | 2.2 GB | 154.2 MB       | 6       | 19 Dec 2025 | carol.bennett@contoso.example  |
| Contoso Legal LLP | <a href="#">Payroll/Export 2020-08.zip</a>               | <a href="#">Clients / Documents</a> | 2.1 GB | 153.7 MB       | 4       | 14 Jan 2024 | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Payroll/Recording 2019-07.mp4</a>            | <a href="#">Clients / Documents</a> | 2.0 GB | 143.7 MB       | 3       | 19 May 2024 | eve.lambert@contoso.example    |
| Contoso Legal LLP | <a href="#">Client files/Scans 2019-01.zip</a>           | <a href="#">Clients / Documents</a> | 2.0 GB | 142.9 MB       | 2       | 20 Jul 2023 | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Engagement letters/Export 2022-04.zip</a>    | <a href="#">Clients / Documents</a> | 2.0 GB | 141.6 MB       | 5       | 16 Sep 2023 | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Payroll/Photos 2024-06.zip</a>               | <a href="#">Clients / Documents</a> | 1.9 GB | 133.6 MB       | 2       | 23 Apr 2024 | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Engagement letters/Recording 2021-03.mp4</a> | <a href="#">Clients / Documents</a> | 1.8 GB | 129.0 MB       | 4       | 8 Jul 2023  | eve.lambert@contoso.example    |
| Contoso Legal LLP | <a href="#">Payroll/Scans 2023-05.zip</a>                | <a href="#">Clients / Documents</a> | 1.7 GB | 123.5 MB       | 6       | 11 Oct 2024 | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Engagement letters/Photos 2020-02.zip</a>    | <a href="#">Clients / Documents</a> | 1.6 GB | 116.4 MB       | 3       | 24 Jul 2026 | annabel.fraser@contoso.example |
|                   |                                                          |                                     |        |                |         |             |                                |

| Client            | File                                                               | Location                            | Size   | Older versions | Version | Last change | Changed by                     |
|-------------------|--------------------------------------------------------------------|-------------------------------------|--------|----------------|---------|-------------|--------------------------------|
| Contoso Legal LLP | <a href="#">Payroll/Export 2022-04.zip</a>                         | <a href="#">Clients / Documents</a> | 1.6 GB | 113.4 MB       | 5       | 6 Sep 2025  | carl.ashworth@contoso.example  |
| Contoso Legal LLP | <a href="#">Year end/Export 2024-12.zip</a>                        | <a href="#">Clients / Documents</a> | 1.6 GB | 112.1 MB       | 3       | 23 Jun 2025 | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Year end/Recording 2023-11.mp4</a>                     | <a href="#">Clients / Documents</a> | 1.5 GB | 106.3 MB       | 2       | 28 Dec 2025 | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Engagement letters/Scans 2019-01.zip</a>               | <a href="#">Clients / Documents</a> | 1.4 GB | 103.8 MB       | 2       | 24 Mar 2025 | carol.bennett@contoso.example  |
| Contoso Legal LLP | <a href="#">Payroll/Recording 2021-03.mp4</a>                      | <a href="#">Clients / Documents</a> | 1.4 GB | 103.3 MB       | 4       | 20 Jul 2024 | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Year end/Photos 2022-10.zip</a>                        | <a href="#">Clients / Documents</a> | 1.4 GB | 100.5 MB       | 6       | 24 Sep 2022 | carol.bennett@contoso.example  |
| Contoso Legal LLP | <a href="#">Year end/Scans 2021-09.zip</a>                         | <a href="#">Clients / Documents</a> | 1.3 GB | 94.7 MB        | 5       | 9 Jul 2023  | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Payroll/Photos 2020-02.zip</a>                         | <a href="#">Clients / Documents</a> | 1.3 GB | 93.3 MB        | 3       | 20 Aug 2024 | carl.ashworth@contoso.example  |
| Contoso Legal LLP | <a href="#">Year end/Year end export.pst</a>                       | <a href="#">Clients / Documents</a> | 1.3 GB | None           | 1       | 10 Oct 2023 | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Year end/Export 2020-08.zip</a>                        | <a href="#">Clients / Documents</a> | 1.2 GB | 88.8 MB        | 4       | 23 Mar 2026 | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Engagement letters/Engagement letters tracker.xlsx</a> | <a href="#">Clients / Documents</a> | 1.2 GB | 1.2 GB         | 640     | 12 Oct 2026 | carol.bennett@contoso.example  |
| Contoso Legal LLP | <a href="#">Payroll/Scans 2019-01.zip</a>                          | <a href="#">Clients / Documents</a> | 1.2 GB | 83.2 MB        | 2       | 28 Jul 2024 | carl.ashworth@contoso.example  |
| Contoso Legal LLP | <a href="#">Year end/Recording 2019-07.mp4</a>                     | <a href="#">Clients / Documents</a> | 1.2 GB | 83.0 MB        | 3       | 6 Nov 2022  | eve.lambert@contoso.example    |
| Contoso Legal LLP | <a href="#">Year end/Photos 2024-06.zip</a>                        | <a href="#">Clients / Documents</a> | 1.1 GB | 77.2 MB        | 2       | 29 Jun 2026 | carol.bennett@contoso.example  |
|                   |                                                                    |                                     |        |                |         |             |                                |

| Client            | File                                                     | Location                            | Size    | Older versions | Version | Last change | Changed by                            |
|-------------------|----------------------------------------------------------|-------------------------------------|---------|----------------|---------|-------------|---------------------------------------|
| Northwind Traders | <a href="#">Client files/Client files archive.zip</a>    | <a href="#">Clients / Documents</a> | 15.8 GB | None           | 1       | 27 Apr 2024 | eve.sinclair@northwindtraders.example |
| Northwind Traders | <a href="#">Client files/Export 2024-12.zip</a>          | <a href="#">Clients / Documents</a> | 7.7 GB  | 551.5 MB       | 3       | 17 Jul 2023 | carl.jensen@northwindtraders.example  |
| Northwind Traders | <a href="#">Client files/Recording 2023-11.mp4</a>       | <a href="#">Clients / Documents</a> | 7.3 GB  | 522.9 MB       | 2       | 31 Jul 2026 | ann.patel@northwindtraders.example    |
| Northwind Traders | <a href="#">Client files/Photos 2022-10.zip</a>          | <a href="#">Clients / Documents</a> | 6.9 GB  | 494.2 MB       | 6       | 13 Dec 2022 | carl.jensen@northwindtraders.example  |
| Northwind Traders | <a href="#">Client files/Scans 2021-09.zip</a>           | <a href="#">Clients / Documents</a> | 6.5 GB  | 465.6 MB       | 5       | 3 Apr 2025  | eve.sinclair@northwindtraders.example |
| Northwind Traders | <a href="#">Client files/Client files export.pst</a>     | <a href="#">Clients / Documents</a> | 6.2 GB  | None           | 1       | 10 Oct 2023 | ann.patel@northwindtraders.example    |
| Northwind Traders | <a href="#">Client files/Export 2020-08.zip</a>          | <a href="#">Clients / Documents</a> | 6.1 GB  | 436.9 MB       | 4       | 4 Aug 2026  | eve.sinclair@northwindtraders.example |
| Northwind Traders | <a href="#">Client files/Recording 2019-07.mp4</a>       | <a href="#">Clients / Documents</a> | 5.7 GB  | 408.3 MB       | 3       | 15 Feb 2023 | carol.mendes@northwindtraders.example |
| Northwind Traders | <a href="#">Engagement letters/Export 2024-12.zip</a>    | <a href="#">Clients / Documents</a> | 5.6 GB  | 400.9 MB       | 3       | 16 Jun 2023 | ann.patel@northwindtraders.example    |
| Northwind Traders | <a href="#">Year end/Year end archive.zip</a>            | <a href="#">Clients / Documents</a> | 5.3 GB  | None           | 1       | 27 Apr 2024 | carl.jensen@northwindtraders.example  |
| Northwind Traders | <a href="#">Engagement letters/Recording 2023-11.mp4</a> | <a href="#">Clients / Documents</a> | 5.3 GB  | 380.1 MB       | 2       | 2 Apr 2025  | ann.patel@northwindtraders.example    |
| Northwind Traders | <a href="#">Client files/Photos 2024-06.zip</a>          | <a href="#">Clients / Documents</a> | 5.3 GB  | 379.6 MB       | 2       | 13 Oct 2022 | carl.jensen@northwindtraders.example  |
| Northwind Traders | <a href="#">Engagement letters/Photos 2022-10.zip</a>    | <a href="#">Clients / Documents</a> | 5.0 GB  | 359.3 MB       | 6       | 15 Sep 2025 | carl.jensen@northwindtraders.example  |
| Northwind Traders | <a href="#">Client files/Scans 2023-05.zip</a>           | <a href="#">Clients / Documents</a> | 4.9 GB  | 351.0 MB       | 6       | 16 Dec 2023 | carl.jensen@northwindtraders.example  |
|                   |                                                          |                                     |         |                |         |             |                                       |

| Client            | File                                                     | Location                            | Size   | Older versions | Version | Last change | Changed by                            |
|-------------------|----------------------------------------------------------|-------------------------------------|--------|----------------|---------|-------------|---------------------------------------|
| Northwind Traders | <a href="#">Engagement letters/Scans 2021-09.zip</a>     | <a href="#">Clients / Documents</a> | 4.7 GB | 338.4 MB       | 5       | 11 May 2025 | carl.jensen@northwindtraders.example  |
| Northwind Traders | <a href="#">Client files/Export 2022-04.zip</a>          | <a href="#">Clients / Documents</a> | 4.5 GB | 322.3 MB       | 5       | 27 Oct 2022 | eve.sinclair@northwindtraders.example |
| Northwind Traders | <a href="#">Payroll/Export 2024-12.zip</a>               | <a href="#">Clients / Documents</a> | 4.5 GB | 321.1 MB       | 3       | 2 Nov 2022  | carl.jensen@northwindtraders.example  |
| Northwind Traders | <a href="#">Engagement letters/Export 2020-08.zip</a>    | <a href="#">Clients / Documents</a> | 4.4 GB | 317.6 MB       | 4       | 22 Jul 2026 | eve.sinclair@northwindtraders.example |
| Northwind Traders | <a href="#">Payroll/Recording 2023-11.mp4</a>            | <a href="#">Clients / Documents</a> | 4.2 GB | 304.4 MB       | 2       | 6 Dec 2023  | carl.jensen@northwindtraders.example  |
| Northwind Traders | <a href="#">Engagement letters/Recording 2019-07.mp4</a> | <a href="#">Clients / Documents</a> | 4.1 GB | 296.8 MB       | 3       | 28 Feb 2024 | carol.mendes@northwindtraders.example |
| Northwind Traders | <a href="#">Client files/Recording 2021-03.mp4</a>       | <a href="#">Clients / Documents</a> | 4.1 GB | 293.7 MB       | 4       | 24 Jun 2026 | carol.mendes@northwindtraders.example |
| Northwind Traders | <a href="#">Payroll/Photos 2022-10.zip</a>               | <a href="#">Clients / Documents</a> | 4.0 GB | 287.7 MB       | 6       | 25 Jul 2024 | ann.patel@northwindtraders.example    |
| Northwind Traders | <a href="#">Engagement letters/Photos 2024-06.zip</a>    | <a href="#">Clients / Documents</a> | 3.8 GB | 276.0 MB       | 2       | 25 Jan 2026 | ann.patel@northwindtraders.example    |
| Northwind Traders | <a href="#">Payroll/Scans 2021-09.zip</a>                | <a href="#">Clients / Documents</a> | 3.8 GB | 271.1 MB       | 5       | 27 Sep 2026 | carol.mendes@northwindtraders.example |
| Northwind Traders | <a href="#">Client files/Photos 2020-02.zip</a>          | <a href="#">Clients / Documents</a> | 3.7 GB | 265.0 MB       | 3       | 22 Apr 2025 | carl.jensen@northwindtraders.example  |
| Northwind Traders | <a href="#">Engagement letters/Scans 2023-05.zip</a>     | <a href="#">Clients / Documents</a> | 3.6 GB | 255.1 MB       | 6       | 3 May 2026  | eve.sinclair@northwindtraders.example |
| Northwind Traders | <a href="#">Payroll/Export 2020-08.zip</a>               | <a href="#">Clients / Documents</a> | 3.5 GB | 254.4 MB       | 4       | 5 Dec 2022  | carl.jensen@northwindtraders.example  |
| Northwind Traders | <a href="#">Payroll/Recording 2019-07.mp4</a>            | <a href="#">Clients / Documents</a> | 3.3 GB | 237.7 MB       | 3       | 26 Nov 2024 | eve.sinclair@northwindtraders.example |

| Client            | File                                                     | Location                            | Size   | Older versions | Version | Last change | Changed by                            |
|-------------------|----------------------------------------------------------|-------------------------------------|--------|----------------|---------|-------------|---------------------------------------|
| Northwind Traders | <a href="#">Client files/Scans 2019-01.zip</a>           | <a href="#">Clients / Documents</a> | 3.3 GB | 236.4 MB       | 2       | 9 Oct 2023  | ann.patel@northwindtraders.example    |
| Northwind Traders | <a href="#">Engagement letters/Export 2022-04.zip</a>    | <a href="#">Clients / Documents</a> | 3.3 GB | 234.3 MB       | 5       | 11 Sep 2026 | eve.sinclair@northwindtraders.example |
| Northwind Traders | <a href="#">Payroll/Photos 2024-06.zip</a>               | <a href="#">Clients / Documents</a> | 3.1 GB | 221.0 MB       | 2       | 23 Sep 2025 | ann.patel@northwindtraders.example    |
| Northwind Traders | <a href="#">Engagement letters/Recording 2021-03.mp4</a> | <a href="#">Clients / Documents</a> | 3.0 GB | 213.5 MB       | 4       | 19 Apr 2023 | ann.patel@northwindtraders.example    |
| Northwind Traders | <a href="#">Payroll/Scans 2023-05.zip</a>                | <a href="#">Clients / Documents</a> | 2.9 GB | 204.3 MB       | 6       | 30 Apr 2023 | carol.mendes@northwindtraders.example |
| Northwind Traders | <a href="#">Engagement letters/Photos 2020-02.zip</a>    | <a href="#">Clients / Documents</a> | 2.7 GB | 192.6 MB       | 3       | 5 Jul 2026  | carl.jensen@northwindtraders.example  |
| Northwind Traders | <a href="#">Payroll/Export 2022-04.zip</a>               | <a href="#">Clients / Documents</a> | 2.6 GB | 187.7 MB       | 5       | 24 Jan 2024 | eve.sinclair@northwindtraders.example |
| Northwind Traders | <a href="#">Year end/Export 2024-12.zip</a>              | <a href="#">Clients / Documents</a> | 2.6 GB | 185.5 MB       | 3       | 19 May 2025 | eve.sinclair@northwindtraders.example |
| Northwind Traders | <a href="#">Year end/Recording 2023-11.mp4</a>           | <a href="#">Clients / Documents</a> | 2.5 GB | 175.9 MB       | 2       | 10 Sep 2025 | ann.patel@northwindtraders.example    |
| Northwind Traders | <a href="#">Engagement letters/Scans 2019-01.zip</a>     | <a href="#">Clients / Documents</a> | 2.4 GB | 171.8 MB       | 2       | 11 Sep 2023 | carl.jensen@northwindtraders.example  |
| Northwind Traders | <a href="#">Payroll/Recording 2021-03.mp4</a>            | <a href="#">Clients / Documents</a> | 2.4 GB | 171.0 MB       | 4       | 9 May 2025  | ann.patel@northwindtraders.example    |
| Northwind Traders | <a href="#">Year end/Photos 2022-10.zip</a>              | <a href="#">Clients / Documents</a> | 2.3 GB | 166.3 MB       | 6       | 18 May 2025 | ann.patel@northwindtraders.example    |
| Northwind Traders | <a href="#">Year end/Scans 2021-09.zip</a>               | <a href="#">Clients / Documents</a> | 2.2 GB | 156.6 MB       | 5       | 12 Aug 2023 | carl.jensen@northwindtraders.example  |
| Northwind Traders | <a href="#">Payroll/Photos 2020-02.zip</a>               | <a href="#">Clients / Documents</a> | 2.2 GB | 154.3 MB       | 3       | 10 Oct 2024 | eve.sinclair@northwindtraders.example |
|                   |                                                          |                                     |        |                |         |             |                                       |

| Client            | File                                               | Location            | Size   | Older versions | Version | Last change | Changed by                            |
|-------------------|----------------------------------------------------|---------------------|--------|----------------|---------|-------------|---------------------------------------|
| Northwind Traders | Year end/Year end export.pst                       | Clients / Documents | 2.1 GB | None           | 1       | 10 Oct 2023 | ann.patel@northwindtraders.example    |
| Northwind Traders | Year end/Export 2020-08.zip                        | Clients / Documents | 2.1 GB | 147.0 MB       | 4       | 9 Dec 2025  | carl.jensen@northwindtraders.example  |
| Northwind Traders | Engagement letters/Engagement letters tracker.xlsx | Clients / Documents | 2.0 GB | 2.0 GB         | 640     | 12 Oct 2026 | ann.patel@northwindtraders.example    |
| Northwind Traders | Payroll/Scans 2019-01.zip                          | Clients / Documents | 1.9 GB | 137.6 MB       | 2       | 4 Jul 2025  | carl.jensen@northwindtraders.example  |
| Northwind Traders | Year end/Recording 2019-07.mp4                     | Clients / Documents | 1.9 GB | 137.3 MB       | 3       | 28 Feb 2026 | ann.patel@northwindtraders.example    |
| Northwind Traders | Year end/Photos 2024-06.zip                        | Clients / Documents | 1.8 GB | 127.7 MB       | 2       | 30 Jun 2026 | eve.sinclair@northwindtraders.example |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 14 Oct 2026, 04:00 UTC.