

Northwind Traders



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	11 Oct 2026, 20:31 UTC	northwindtraders.onmicrosoft.com

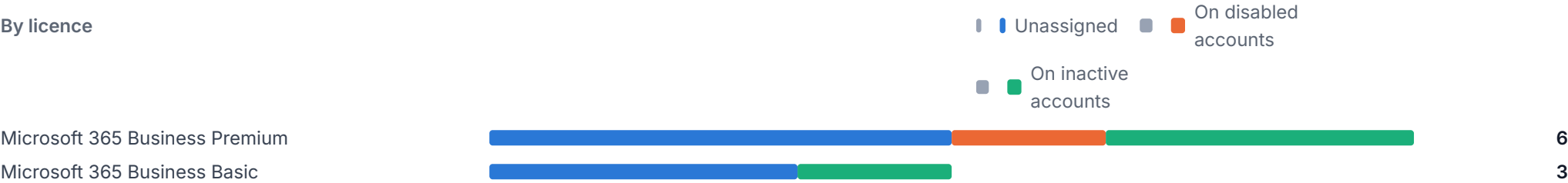
Paid licences nobody uses, in money, and the accounts holding them.

Filtered view. Accounts to review: 1 of 4 rows, Licences is Microsoft 365 Business Basic. The headline figures cover every row.

Waste per month £123.30 Unused paid licences	Waste per year £1,479.60 If nothing changes	Unused licences 9 5 unassigned, 1 on disabled, 3 on inactive accounts	Overlapping licences 0 Features already included elsewhere
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Waste by subscription 2 2 to review

Paid licences nobody is using: unassigned, or assigned to disabled or inactive accounts. Free and trial licences are left out.



Flag	Licence	Purchased	Assigned	Unassigned	On disabled accounts	On inactive accounts	Price / month	Waste / month	Waste / year
● Medium	Microsoft 365 Business Premium	32	29	3	1	2	£18.10	£108.60	£1,303.20
● Medium	Microsoft 365 Business Basic	9	7	2	0	1	£4.90	£14.70	£176.40

Accounts to review 1 1 to review

Disabled accounts, and accounts with no sign-in for 90 days, that still hold paid licences. Most expensive first.

Flag	Account	Status	Last sign-in	Licences	Cost / month
● Medium	thomas.clarke@northwindtraders.example	Inactive	2 Jun 2026	Microsoft 365 Business Basic	£4.90

Overlapping licences 0

People holding a licence whose features are all included in another licence they already have.

Nobody holds overlapping licences.