

Northwind Traders



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
11 Oct 2026, 20:31 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

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

Filtered view. Waste by subscription: 1 of 2 rows, Licence is Microsoft 365 Business Basic, 1 column hidden. 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

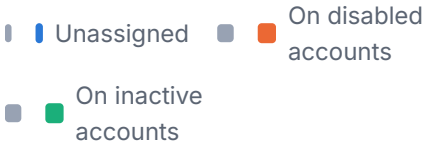
0

Features already included elsewhere

Waste by subscription 1 1 to review

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

By licence



Microsoft 365 Business Basic 3

Flag	Licence	Purchased	Assigned	Unassigned	On disabled accounts	Price / month	Waste / month	Waste / year
● Medium	Microsoft 365 Business Basic	9	7	2	0	£4.90	£14.70	£176.40

Accounts to review 4 4 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	hannah.robinson@northwindtraders.example	Inactive	7 Apr 2026	Microsoft 365 Business Premium	£18.10
● Medium	robert.hughes@northwindtraders.example	Disabled	Never	Microsoft 365 Business Premium	£18.10
● Medium	sophie.smith@northwindtraders.example	Inactive	21 Jan 2026	Microsoft 365 Business Premium	£18.10
● 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.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 11 Oct 2026, 20:31 UTC.