

# Northwind Traders



PREPARED BY  
Harbour IT

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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: 2 of 2 rows, 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 2 2 to review

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

By licence



| Flag     | Licence                        | Assigned | Unassigned | On disabled accounts | On inactive accounts | Price / month | Waste / month | Waste / year |
|----------|--------------------------------|----------|------------|----------------------|----------------------|---------------|---------------|--------------|
| ● Medium | Microsoft 365 Business Premium | 29       | 3          | 1                    | 2                    | £18.10        | £108.60       | £1,303.20    |
| ● Medium | Microsoft 365 Business Basic   | 7        | 2          | 0                    | 1                    | £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.