

# Contoso Legal LLP



|             |             |                        |                         |
|-------------|-------------|------------------------|-------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT    |
| Harbour IT  | 12 Oct 2026 | 11 Oct 2026, 20:32 UTC | contoso.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. Accounts to review: 1 of 2 rows, Last sign-in: never or blank. The headline figures cover every row.

Waste per month

£87.10

Unused paid licences

Waste per year

£1,045.20

If nothing changes

Unused licences

7

5 unassigned, 1 on disabled, 1 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.



| Flag     | Licence                        | Assigned | Unassigned | On disabled accounts | On inactive accounts | Price / month | Waste / month | Waste / year |
|----------|--------------------------------|----------|------------|----------------------|----------------------|---------------|---------------|--------------|
| ● Medium | Microsoft 365 Business Premium | 15       | 3          | 1                    | 0                    | £18.10        | £72.40        | £868.80      |
| ● Medium | Microsoft 365 Business Basic   | 4        | 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 | bobby.marsh@contoso.example | Disabled | Never        | Microsoft 365 Business Premium | £18.10       |

Overlapping licences 0

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

Nobody holds overlapping licences.