

Contoso Legal LLP



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
11 Oct 2026, 20:32 UTC

MICROSOFT 365 TENANT
contoso.onmicrosoft.com

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

Filtered view. Waste by subscription: 2 of 2 rows, Flag is Medium, 1 column hidden. 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

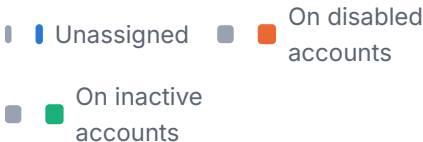
Features already included elsewhere

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.

By licence

Microsoft 365 Business Premium
Microsoft 365 Business Basic



4
3

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 2 2 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
● Medium	joseph.morris@contoso.example	Inactive	11 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.