

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: 1 of 2 rows, Licence is Microsoft 365 Business Basic. 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
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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.



Flag	Licence	Purchased	Assigned	Unassigned	On disabled accounts	On inactive accounts	Price / month	Waste / month	Waste / year
● Medium	Microsoft 365 Business Basic	6	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.