

# 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, 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

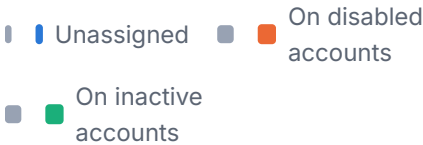
**0**

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



4

Microsoft 365 Business Basic



3

| Flag     | Licence                        | Purchased | Unassigned | On disabled accounts | On inactive accounts | Price / month | Waste / month | Waste / year |
|----------|--------------------------------|-----------|------------|----------------------|----------------------|---------------|---------------|--------------|
| ● Medium | Microsoft 365 Business Premium | 18        | 3          | 1                    | 0                    | £18.10        | £72.40        | £868.80      |
| ● Medium | Microsoft 365 Business Basic   | 6         | 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.