SAMPLE REPORT · EXAMPLE DATA, NOT FROM A REAL TENANT

SeatReaper

CONFIDENTIAL

IT Due Diligence Report

Prepared for Riverbend Logistics

PREPARED FOR	PERIOD	DATA AS OF
Riverbend Logistics	October 1, 2026	October 1, 2026

01 Executive summary

Your MSP reviewed the IT of Riverbend Logistics on October 1, 2026, read-only, from the tools connected to it. Use it to review a company before buying it or before taking it on as a client: the risk register comes first, then the detail behind each part.

HIGH RISKS	MEDIUM RISKS	NOT CHECKED
5	6	1

MICROSOFT 365 ACCOUNTS	LICENSES PER MONTH	COMPUTERS
138	$2,618.00/mo	11

02 Risk register

Ordered by severity. Not checked means no connected tool covers it, so the report cannot say either way; it is not a clean result.

SEVERITY	AREA	FINDING	RECOMMENDED ACTION
High	Identity	**1 admin account without MFA**	Register MFA for every admin first; an admin account without it is the easiest way in.
High	Identity	**16 other accounts not registered for MFA**	Require MFA for everyone (security defaults or Conditional Access) and follow up with each person.

SEVERITY	AREA	FINDING	RECOMMENDED ACTION
High	Computers	**5 computers on an operating system out of support**	Upgrade or replace these first; they no longer get security updates.
High	Security	**2 active computers without endpoint protection**	Install the endpoint protection on every active computer.
High	Security	**10 active computers without backup**	Decide which computers hold data that must be backed up and add them.
Medium	Identity	**4 blocked accounts still licensed or in other tools**	Remove licenses and seats from people who left, after keeping any data the business needs.
Medium	Identity	**3 accounts inactive for 90 days or more**	Confirm each one with the business; disable and remove access for anyone who left.
Medium	Structure	**2 businesses share one Microsoft 365 tenant**	Decide whether the businesses stay together or are separated (a tenant split or migration) and budget for it before close or onboarding.
Medium	Computers	**4 computers lose support within 6 months**	Budget the upgrades or replacements now.
Medium	Security	**112 Microsoft 365 users without mail and file backup**	Microsoft keeps mail and files running, not backed up; add a Microsoft 365 backup.
Medium	Contracts	**1 subscription commitment ends within 3 months**	Decide quantities before each end date; after it, the commitment renews for another term.
Low	Identity	**9 guest accounts**	Review which outside people can see company files and remove the ones no longer needed.
Low	Computers	**5 computers older than 5 years**	Plan replacements over the next year.
Low	Contracts	**2 subscriptions committed for longer**	These cannot be lowered or cancelled before the dates under Contracts; count them as a liability.

SEVERITY	AREA	FINDING	RECOMMENDED ACTION
Low	Licensing	**Paid for and not used: $404.00/mo**	With approval, your MSP removes them; the savings start at the next bill.
Not checked	Security	**Security training not checked**	Connect KnowBe4 to see who is enrolled in security awareness training.

03 Identity and access

Accounts	**138**	Enabled	**121**
Blocked	**17**	Guests	**9**
Inactive for 90 days or more	**3**	Registered for MFA	**104 of 121**
Admins	**4**		

Admin accounts

NAME	ACCOUNT	MFA	LAST ACTIVITY
Dana Whitfield	dana@riverbendlogistics.com	Registered	September 30, 2026
IT Admin	itadmin@riverbendlogistics.onmicrosoft.com	**Not registered**	March 2, 2026
Marcus Lee	marcus@riverbendlogistics.com	Registered	September 29, 2026
Ray Okafor	ray@tristatehaulers.com	Registered	September 28, 2026

Businesses in the tenant

Each email domain is usually a business or a brand. In an acquisition, decide whether they stay together or are separated; when onboarding, decide which ones you will support.

EMAIL DOMAIN	PEOPLE	LICENSED
riverbendlogistics.com	96	88
tristatehaulers.com	31	24

04 Licensing and spend

LICENSE	BOUGHT	ASSIGNED	UNASSIGNED	EACH PER MONTH	PER MONTH
Microsoft 365 Business Premium	98	90	**8**	$22.00	$2,156.00
Microsoft 365 Business Standard	25	22	**3**	$14.00	$350.00
Exchange Online (Plan 1)	8	8	0	$4.00	$32.00
Microsoft Intune Plan 1	10	6	**4**	$8.00	$80.00
Power Automate Free (free)	10,000	14			
Licenses per month, at your price book					**$2,618.00**

Paid for and not used

WHAT	ITEMS	PER MONTH
Licenses bought but never assigned	3	$250.00
Blocked accounts still licensed, usually people who left	4	$88.00
Licensed people who stopped signing in	3	$66.00
Total	10	**$404.00**

Microsoft 365 renewals in the next 12 months

LICENSE	RENEWS	RENEWING	COULD COME OFF
Microsoft 365 Business Premium	November 30, 2026	98	12
Microsoft 365 Business Standard	April 15, 2027	25	3

05 Contracts and commitments

Subscriptions bought through Pax8 or Microsoft Partner Center. A commitment cannot be lowered or cancelled before it ends, so it carries over to a buyer or a new MSP.

PRODUCT	QUANTITY	TERM	COMMITMENT ENDS	MONTHS LEFT
Microsoft 365 Business Premium	98	Annual, billed Monthly	November 30, 2026	2
Microsoft 365 Business Standard	25	Annual, billed Monthly	April 15, 2027	7
Microsoft Intune Plan 1	10	Annual	June 30, 2027	9
Exchange Online (Plan 1)	8	Monthly	No commitment	

06 Computers and security coverage

Computers	**11**	Seen recently	**11**
Operating system out of support	**5**	Support ends within 6 months	**4**
Older than 5 years	**5**	Seen recently, no endpoint protection	**2**
Seen recently, no backup	**10**	Seen recently, no RMM	**1**
Backups not current	**0**	Microsoft 365 users without backup	**112**
People not in security training	**No tool connected**		

Computers to upgrade or replace

COMPUTER	OPERATING SYSTEM	SUPPORT	USER
RB-YARD-KIOSK	Windows 10	**Out of support since October 14, 2025**	
RB-DISPATCH-01	Windows 10	**Out of support since October 14, 2025**	dispatch@riverbendlogistics.com
RB-DISPATCH-02	Windows 10	**Out of support since October 14, 2025**	dispatch2@riverbendlogistics.com

COMPUTER	OPERATING SYSTEM	SUPPORT	USER
TS-OFFICE-01	Windows 11 23H2	**Out of support since November 11, 2025**	ray@tristatehaulers.com
TS-OFFICE-02	Windows 11 23H2	**Out of support since November 11, 2025**	amy@tristatehaulers.com
RB-ACCT-01	Windows 11 24H2	Support ends October 13, 2026	priya@riverbendlogistics.com
RB-ACCT-02	Windows 11 24H2	Support ends October 13, 2026	ken@riverbendlogistics.com
RB-OPS-03	Windows 11 24H2	Support ends October 13, 2026	marcus@riverbendlogistics.com
RB-SRV-01	Windows Server 2016	Support ends January 12, 2027	

Replacement and upgrade plan

Computers due each quarter: when the operating system stops getting security updates, or when the computer turns 5, whichever comes first.

Overdue	**5 computers**
2026 Q4	**3 computers**
2027 Q1	**1 computer**
2027 Q4	**1 computer**
2029 Q1	**1 computer**

07 Where the facts come from

your MSP read these tools through their APIs, or files exported from them, read-only. Nothing was installed or changed.

TOOL	STATE
Microsoft 365	Synced October 1, 2026
N-able N-central	Synced October 1, 2026
Cove Data Protection	Synced October 1, 2026

- Computers seen by: Cove, Intune, N-central, SentinelOne.
- Contracts: Pax8, through its API.
- 14 phone numbers on file.
- Counts are as of each tool's last sync. What no tool reports (servers and network gear without an agent, line-of-business software, paper contracts) is outside this report.

A point-in-time review of what the connected tools report. It is not a security audit or legal advice; confirm anything a decision rests on.