SAMPLE REPORT · EXAMPLE DATA, NOT FROM A REAL TENANT

SeatReaper

CONFIDENTIAL

License Commitments

Prepared for Lakeshore Dental Group

PREPARED FOR	PERIOD	DATA AS OF
Lakeshore Dental Group	October 1, 2026	October 1, 2026

01 Executive summary

Lakeshore Dental Group pays $284.00 a month for 14 licenses on annual commitments that nobody uses. That cost cannot stop until each term ends. The first chance is November 14, 2026, when $154.00 a month can come off. Anything not lowered by its renewal date is billed for another full term. 2 licenses on month-to-month terms can come off at the next bill, saving $8.00 a month.

UNUSED BUT STILL BILLED

$284.00/mo

14 licenses. Each month, until the terms end

NEXT DATE IT CAN DROP

November 14, 2026

$154.00 a month can come off

LEFT TO PAY IF NOTHING CHANGES

$918.00

For unused licenses, to the end of their terms

SAVED NEXT YEAR IF LOWERED

$2,928.00

By lowering each one at renewal

02 Why the bill does not drop right away

Microsoft 365 licenses, and many other products, are usually bought on a one-year commitment. It costs less than month to month, but the number of licenses is fixed until the term ends.

When someone leaves, their license is removed right away, so nobody can use it. It is still part of the commitment, though, so it is billed until the term ends.

On the day the term ends, the number of licenses can be lowered. If it is not, the subscription renews on its own for another full term with the same number. That is why the dates in this report matter.

1
Someone leaves
The license is removed the same day

2
Still billed
Every month until the term ends

3
Lowered at renewal
The cost stops from that date

OTHERWISE
Not lowered
Billed for another full term

03 Your licenses and their renewal dates

LICENSE	TERM	TERM ENDS	BOUGHT	NOT NEEDED	NOT NEEDED COSTS	UNTIL TERM ENDS	WHAT TO DO
Microsoft 365 Business Premium	1 Year, billed monthly	November 14, 2026 44 days left	34	**7**	$154.00/mo	$308.00	**Lower to 27 before November 14, 2026**
Microsoft Teams Phone Standard	1 Year, billed annual	January 9, 2027 100 days left	4	**4**	$40.00/mo	$160.00	Set to end on January 9, 2027
Microsoft 365 Copilot	1 Year, billed monthly	February 20, 2027 142 days left	5	**3**	$90.00/mo	$450.00	**Lower to 2 before February 20, 2027**

LICENSE	TERM	TERM ENDS	BOUGHT	NOT NEEDED	NOT NEEDED COSTS	UNTIL TERM ENDS	WHAT TO DO
Microsoft 365 Business Premium	1 Year, billed monthly	May 3, 2027 214 days left	6	0			Renews on May 3, 2027
Cove Data Protection	1 Year, billed annual	August 31, 2027 334 days left	12				Renews on August 31, 2027

SeatReaper sees who uses Microsoft 365 licenses only, so other products show how many were bought, and "Not needed" is left blank.

04 People who left

These people are blocked or have not signed in for a long time, but still hold licenses. Once their licenses are removed, the cost stops on the date shown, as long as the count is lowered at renewal.

PERSON	STATUS	LICENSES	PER MONTH	COST CAN STOP
Maria Okafor	Account blocked	Microsoft 365 Copilot, Microsoft 365 Business Premium	$52.00/mo	February 20, 2027
Tom Brandt	Not signing in	Microsoft 365 Business Premium	$22.00/mo	November 14, 2026

05 Month-to-month licenses

These licenses are month to month. Any not needed can come off at the next bill.

LICENSE	BOUGHT	NOT NEEDED	NOT NEEDED COSTS	WHAT TO DO
Exchange Online (Plan 1)	6	**2**	$8.00/mo	**Lower to 4 at the next bill**

06 Recommended next steps

1. Before November 14, 2026, lower Microsoft 365 Business Premium to 27. This saves $154.00 a month from then on.
2. Before February 20, 2027, lower Microsoft 365 Copilot to 2. This saves $90.00 a month from then on.
3. Remove the licenses from the 2 people who left, so they are not counted as needed at renewal.
4. Lower the month-to-month licenses now to save $8.00 a month.
5. Planning to hire? A new person can use a license nobody needs instead of buying another one.
6. Reply to your MSP to approve these changes, or to say which licenses to keep.

07 About this report

"Not needed" counts licenses bought but not assigned to anyone, plus licenses still held by people who are blocked or have not signed in. For each license type, these are counted against month-to-month subscriptions first, then the term that ends soonest.

Prices are what your MSP charges for one license a month. "Until term ends" counts the whole months left in each term.

Terms and dates come from Pax8.

Dates, quantities and prices are as of the last sync with the distributor and Microsoft. A license on a commitment can only be lowered when its term ends; if it is not lowered by then, it renews for another full term.