

Microsoft 365 Business plans

Microsoft 365 Business Basic	Microsoft 365 Business Standard
\$7.59 per user per month 12 month commitment billed as \$91.08 per year or \$9.02 per month per month billed monthly	\$18.92 per user per month 12 month commitment billed as \$227.04 per year or \$22.66 per month billed monthly
50GB email hosting via Outlook	50GB email hosting via Outlook
Web and mobile versions of Word, Excel, PowerPoint	Web and mobile versions of Word, Excel, PowerPoint
	Downloadable versions of Outlook, Word, Excel, PowerPoint on PC or Mac. Downloadable versions of Publisher, Access on PC with automatic updates to the latest version.
1TB OneDrive cloud storage	1TB OneDrive cloud storage

Domain registration

Domain registration is available on your behalf of most common domains (.com, .com.au, .net, .biz) and some other domains (.online, .email, .company, .site, .club) for \$48/year in addition to your Microsoft 365 plan. This allows you to set up a website as well, if you need. Hosting and web design is extra. You may choose to use a provider such as Weebly or Wix.com to set up your website or choose another design and hosting company of your choice. Pricing is per domain, I recommend you protect yourself by purchasing both the .com.au and .com variants. If you purchase an alternative domain such as .club or .company, still consider buying the .com.au and .com variants.

If you pay monthly for Microsoft 365, and prefer to pay monthly for your domain, the domain cost will be \$5 per month. The commitment will still be a 1 year commitment so if you cancel the domain or wish to transfer it to another provider, you will still be liable for \$5/month times by the number of months remaining.

You may choose to transfer the domain to another provider at any time. No fees apply except the remaining monthly charges, if applicable, as noted above.

If you already have a domain name, I can provide the instructions for you to update the domain to Microsoft 365. Your existing website will remain.

Other potential fees

Set up of your existing domain name If you already have a domain name, and wish for me to update the domain records for you.	\$20
Change of DNS records If you wish to set up a website using an online tool such as Wix, I will need to adjust your DNS records.	\$20
Adding a user If you need a user added, billing will be pro-rated for the remainder of the billing period, plus a once-off setup fee.	\$5
Switching a user E.g. if you need an old employee's address deleted, and a new employee's address added.	\$10
Removing a user Notice must be provided at least 7 days before your next billing date otherwise you will be liable for the next period's charges.	\$5
Manual password reset If you forget your password and are unable to use the provided tool to reset the password	\$8
Other support If you need support to set up any of the services or programs, this is charged at my standard rate	

Prices are subject to change. 30 days notice will be provided prior to your billing date.

You must accept the Microsoft Customer Agreement.