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## Microsoft 365 plans

1 user	\$12
2 users	\$20
3 users	\$28
4 users	\$36
5 users	\$44

*Above fees include domain registration for a large variety of extensions.*

**Included in your monthly fee:** 1TB of OneDrive storage, 50GB of Outlook (email) storage on your custom domain, and Web and Mobile versions of Word, Excel and PowerPoint.

**Additional monthly option:** \$11.33 additional per user per month to also include **desktop** versions of Outlook, Word, Excel, PowerPoint on Windows or Mac. Also includes Publisher and Access on Windows.

## Other potential fees

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
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
DNS change If you wish to set up a website using an online tool such as Wix, I will need to adjust your DNS records.	\$20
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.

These plans are for personal users only. Should you wish to use the services for business reasons, please refer to my Business plans.

12 month agreement applies. Should you cancel prior to the end of the 12 month period, a cancellation fee equal to \$6 per month remaining will apply.