



# Unlock M365

Unlock the full value of Microsoft 365

## Pricing Table 2026

Service Name/Duration	Price/Rate (AUD)	Description
<b>Single Day Online Training</b> minimum of ten participants (6.5 hours)	<b>\$2500 ex GST</b> (+\$200 for each additional participant where greater than 10)	Unlock M365 workshops Single topic based. OneDrive, OneNote and Excel <b>or</b> Teams for Team Channel Owners <b>or</b> Forms and Visio <b>or</b> Forms and data analytics with Excel <b>or</b> Copilot/AI
Hourly (Ad-hoc)	<b>\$275 ex GST</b> per hour	Ideal for quick consultations, urgent issues, or short sessions.
2-Hour Block (Same Day)	\$525 ex GST	Slight discount for a scheduled 2-hour session.
3-Hour Block (Same Day)	\$775 ex GST	Better value for longer focused work.
4-Hour Block (Same Day)	\$925 ex GST	Discounted half-day rate for projects requiring extended attention.
Full Day (8 Hours)	<b>\$1,500 ex GST per day</b>	Full-day engagement for dedicated support and outcomes.
<b>Full Unlock M365 Adoption</b> Extended Engagement (20+ Days)	\$1,320 ex GST per day	Best value for long-term projects (minimum 4 consecutive weeks / 20 working days).
	\$165 ex GST per hour	Effective hourly rate for extended engagements.

### Notes:

- All Prices exclude GST
- Single Day Online training must be paid in advance to secure a date.
- To lock in a start date for extended engagements, a 20% deposit of the quoted estimate is required. This amount is deducted from the total project cost, with the remaining balance invoiced in line with the agreed billing schedule.
- Full payment is due within 14 days of the invoice date. Short term hourly/hourly block engagements invoice issued within three business days from day of service, weekly engagements invoice issued at the end of each week.
- Travel costs or on-site service fees may apply based on location.
- Extended engagements include priority scheduling and dedicated availability. Custom quotes available for bespoke projects or multi-phase work.