

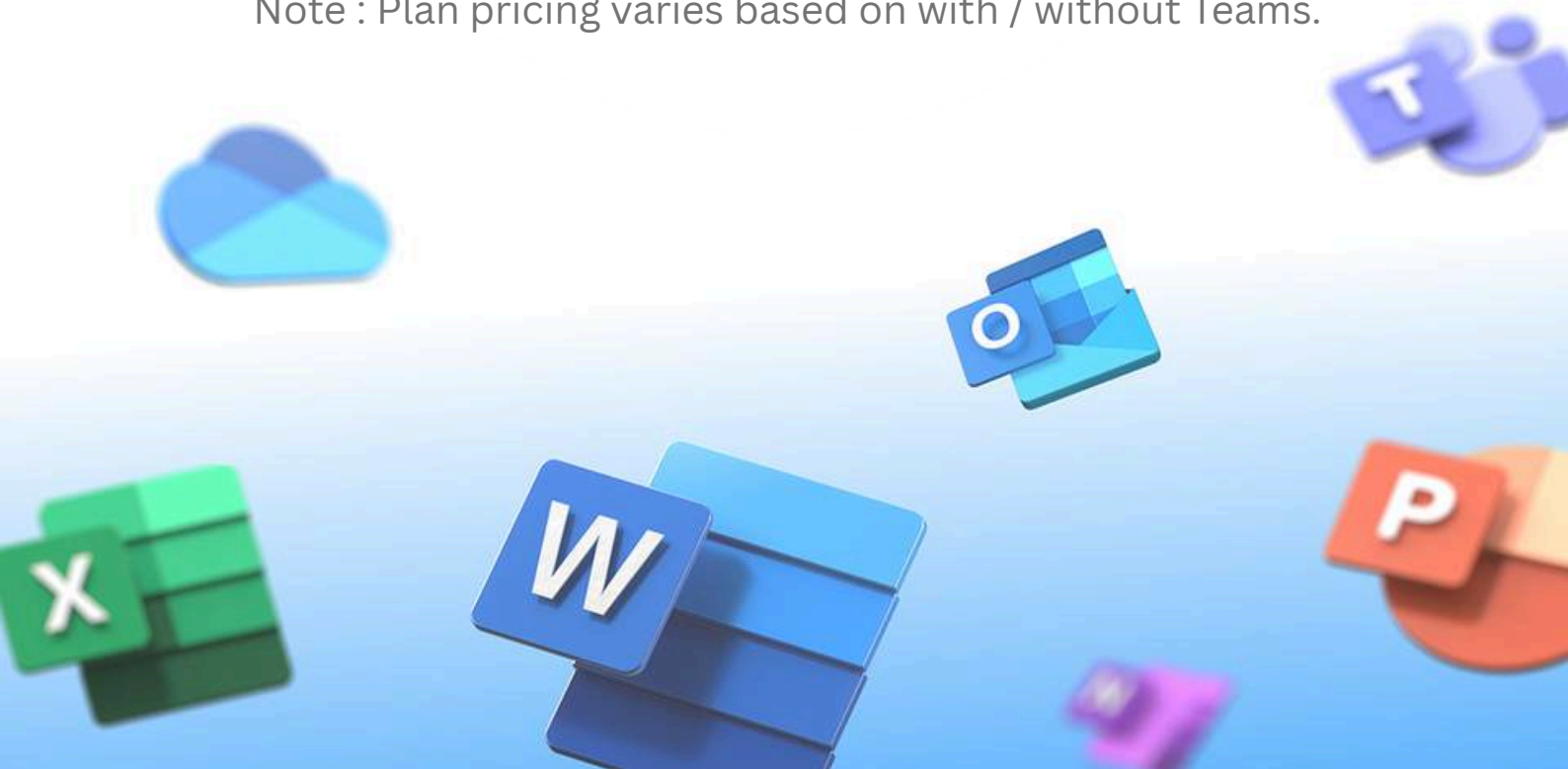


Microsoft 365

Plan for your business

- Microsoft 365 Business Basic
- Microsoft 365 Business Standard
- Microsoft 365 Business Premium

Note : Plan pricing varies based on with / without Teams.



Microsoft apps (inclusion / exclusion)

Apps	Basic	Standard	Premium	Description
	✓	✓	✓	Microsoft Word is a tool by Microsoft to create and edit documents.
	✓	✓	✓	Microsoft Excel is a tool by Microsoft to organize and analyze data.
	✓	✓	✓	Microsoft PowerPoint is a tool by Microsoft to create presentations.
	✓	✓	✓	Microsoft OneNote is a tool by Microsoft to take and organize notes.
	✗	✓	✓	Microsoft Loop is a tool by Microsoft for real-time team collaboration.
	✗	✓	✓	Microsoft Clipchamp is a tool by Microsoft to create and edit videos.
	✓	✓	✓	Microsoft Outlook is a tool by Microsoft to manage emails and calendars.
	✓	✓	✓	Microsoft Exchange is a tool by Microsoft for business email hosting.

Microsoft apps (inclusion / exclusion)

Apps	Basic	Standard	Premium	Description
	✓	✓	✓	Microsoft Teams is a tool by Microsoft for communication and meetings.
	✓	✓	✓	Microsoft OneDrive is a tool by Microsoft to store and share files online.
	✓	✓	✓	Microsoft SharePoint is a tool by Microsoft for team collaboration and document management.
	✗	✓	✓	Microsoft Editor is a tool by Microsoft to improve writing and grammar.
	✗	✗	✓	Microsoft Entra ID is a tool by Microsoft for identity and access management.
	✗	✗	✓	Windows 11 is an operating system by Microsoft for computers.
	✗	✗	✓	Microsoft Intune is a tool by Microsoft to manage devices and security.
	✗	✗	✓	Microsoft Defender is a tool by Microsoft to protect against cyber threats.
	✗	✗	✓	Microsoft Purview is a tool by Microsoft for data governance and compliance.



Price chart with teams (Month)

Plan name	Price (with teams)	Service	Grand total
Microsoft 365 Business Basic	₹174.00	₹351.00	₹525.00
Microsoft 365 Business Standard	₹924.00	₹351.00	₹1,275.00
Microsoft 365 Business Premium	₹2,196.00	₹351.00	₹2,547.00

Price chart with teams (Anually)

Plan name	Price (with teams)	Service	Grand total
Microsoft 365 Business Basic	₹145.00	₹351.00	₹496.00
Microsoft 365 Business Standard	₹770.00	₹351.00	₹1,121.00
Microsoft 365 Business Premium	₹1,830.00	₹351.00	₹2,181.00



Price chart without teams (Month)

Plan name	Price (without teams)	Service	Grand total
Microsoft 365 Business Basic	₹126.00	₹351.00	₹477.00
Microsoft 365 Business Standard	₹684.00	₹351.00	₹1,035.00
Microsoft 365 Business Premium	₹1,878.00	₹351.00	₹2,229.00

Price chart without teams (Anually)

Plan name	Price (without teams)	Service	Grand total
Microsoft 365 Business Basic	₹105.00	₹351.00	₹456.00
Microsoft 365 Business Standard	₹570.00	₹351.00	₹921.00
Microsoft 365 Business Premium	₹1,565.00	₹351.00	₹1,916.00

Note

Pricing & Cost Clarity

- Prices discussed are exclusive of GST (taxes extra as applicable)
- Different plans available (Basic / Standard / Premium) as per business needs
- Pricing may vary depending on with or without Microsoft Teams inclusion
- Billing cycle: monthly or yearly (recommended for cost savings)

Setup & Implementation

- One-time setup/onboarding cost (domain setup, user creation, configuration)
- Complete email migration support (if switching from another provider)
- Domain & DNS configuration handled by us
- Setup includes security configurations (basic level)

Support & AMC (Important)

- AMC (Annual Maintenance Contract) is separate
- AMC cost depends on:
 - Number of users
 - Level of support required (basic / priority)
- Without AMC → support will be chargeable per request
- With AMC → priority support + faster resolution

Payment & Renewal

- Subscription must be renewed before expiry to avoid service interruption
- No refund once license is activated (industry standard)
- Price may change as per Microsoft policy at renewal