CHECKLIST · AI AT WORK

New Microsoft 365 Copilot Business reseller orders will default to pay-as-you-go

Updated 15 November 2026. Read the full story, sources and any updates at digitaladvisors.com.au/journal/copilot-business-usage-billing-default/

- [ ] **Confirm the order with your IT provider.** Establish whether it is a new CSP Copilot Business purchase covered by the change, now due between January and March 2027.
- [ ] **Get both prices in writing before approving the order.** Ask the provider for the licence charge and Australian-dollar usage rate, including GST treatment.
- [ ] **Review the spending policies with your administrator before metered use starts.** Check the staff, services, monthly policy and per-user limits, alert recipients, and whether future services will be added automatically.
- [ ] **Trace the usage charges with your bookkeeper and provider.** Identify the credit report, the corresponding invoice charges and the final billing record used for reconciliation.

NOTES

General information only, not legal, tax or financial advice. Check the full story and its sources before acting.