

CHECKLIST · AI AT WORK

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

Published 30 September 2026. Read the full story, sources and any updates at digitaladvisors.com.au/journal/copilot-business-usage-billing-default/

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- ☐ **Confirm the order with your IT provider.** Establish whether it is a new CSP Copilot Business purchase covered by the 2 November 2026 change.
 - ☐ **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.
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