



Suite B, 21/F, 128 Wellington Street,
 Central, Hong Kong
 General Enquiry: +852 3610 0200
 Fax: +852 3020 0213

Email: support@premier-technology.com

Microsoft Hosted Email Sign-up Form

With Microsoft 365 and Office 365, Microsoft gives you access to email, calendar, and contacts from virtually anywhere, any time, on desktops, laptops, and certain mobile devices including iPhone, Android, and BlackBerry smartphones. Exchange Online helps protect your information with advanced capabilities, including anti-malware and anti-spam filtering protecting your mailboxes real-time. Data loss prevention capabilities prevent users from mistakenly sending sensitive information to unauthorized people. Globally redundant servers, disaster recovery capabilities, and a team of security experts monitoring Exchange Online around the clock safeguard your data. And with a guaranteed 99.9% uptime, financially-backed service level agreement, you can count on your email always being up and running.

Customer Information

Customer Name:	
Business Registration Number:	
Business Address:	
Authorised Signatory (ies):	
Authorised Signatory Name:	
Authorised Signatory Title:	
Date:	

	Administrative Contact:	Billing Contact: (if different from the Administrative Contact)
Name:		
Tel:		
Email Address:		

Microsoft Office 365 Hosted Email Plans	Cost per mailbox per month (HKD)	Cost per mailbox once off (HKD)	Includes Microsoft Office	Includes compliance archiving mailbox	Quantity Required
Microsoft 365 Business Basics	\$57		No	No	
Microsoft 365 Business Standard	\$118		Yes	No	
Microsoft 365 Enterprise E3 (Include Teams Enterprise)	\$339		Yes, plus MS Access	Yes	
Microsoft Teams Enterprise	\$80.50		No	No	
10-Year Audit Log Retention Add On	\$19				
Microsoft 365 E5 eDiscovery and Audit	\$57				
Entra ID P2 License	\$85				
Mailbox Setup Charge		\$120			Waived

Total Cost Summary	HKD
Once Off	Waived
Monthly	

Domain Name to be used:

Mailboxes to be created:

First Name	Surname	Email Address	Additional aliases if required

Distribution Lists to be created:

Distribution Group Name	Distribution List Email Address	Distribution Group Members	Receive external email to this group?

Client Signature

Name:
Title:
Date: