



# INVOICE

Top Secret Imports

**Invoice Date**  
6 May 2026

**Invoice Number**  
INV-2400

**Reference**  
Microsoft 365 Email Administration & Support

**Mind Sheep**  
ABN: 45 259 517 871  
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admin@mindsheep.com.au  
+61420102363

Description	Quantity	Unit Price	Amount AUD
16 March Reviewed Jack's Google integration with Outlook and investigated Gmail sync issue (no Gmail connection in OWA). Provided troubleshooting steps.	0.75	120.00	90.00
18 March Investigation of ex-staff mailbox in M365; confirmed permanently deleted and unrecoverable	0.50	120.00	60.00
19 March Reviewed Topautosales mailbox issue; mailbox access unavailable due to billing related suspension	0.75	120.00	90.00
25 March Resolved Xero invoice emails being delivered to spam by configuring custom domain email settings and implementing DNS authentication updates (SPF, DKIM, DMARC). Verified DNS changes with Cloudflare and confirmed resolution.	1.50	120.00	180.00
13 April Reviewed compliance mailbox storage alert, confirmed 100GB cap reached, and enabled Microsoft 365 in-place archiving to resolve capacity issue	1.00	120.00	120.00
		Subtotal	540.00
		<b>TOTAL AUD</b>	<b>540.00</b>

**Due Date: 13 May 2026**

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Bank Transfer Details

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BSB: 248-024

Account: 10-473-583

Please Include Invoice Number when making payment

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