

Pricing for Colligo

All prices quotes are in Pound Sterling GBP and exclude VAT and expenses.

(Time-limited discounts available until 31/12/2025 – All Discounts Shown in Red)

Annual License Fee Option 1. Email Manager Only (MS Outlook Integration)

File emails from Outlook to SharePoint, OneDrive, Teams or Hub sites (on send and receipt).

	Annual Fee	Temporary Discounted Price (10% Off)
For up to 25 Users	2,000.00	1,800.00
For up to 40 Users	3,200.00	2,880.00
For up to 60 Users	4,800.00	4,320.00
For up to 100 Users	6,800.00	6,120.00
For up to 250 Users	13,750.00	12,375.00
For up to 500 Users	21,000.00	18,900.00
For up to 1,000 Users	34,000.00	30,600.00
For up to 2,500 Users	55,000.00	49,500.00
For up to 5,000 Users	75,000.00	67,500.00
For up to 10,000 Users	130,000.00	117,000.00
For up to 20,000 Users	220,000.00	198,000.00
For up to 30,000 Users	330,000.00	297,000.00

Annual License Fee Option 2. Enterprise Suite: Email Manager (MS Outlook Integration), Content Manager (MS Teams Integration) and Office Connect (MS Office Integration)

File emails from Outlook to SharePoint, OneDrive, Teams or Hub sites, browse and work within SharePoint from with Teams, and open, create and save documents to O365, from within Office.

	Annual Fee	Temporary Discounted Price (12% Off)
For up to 25 Users	3,000.00	2,640.00
For up to 40 Users	4,800.00	4,224.00
For up to 60 Users	6,600.00	5,808.00
For up to 100 Users	10,000.00	8,800.00
For up to 250 Users	20,000.00	17,600.00
For up to 500 Users	30,000.00	26,400.00
For up to 1,000 Users	35,000.00	30,800.00
For up to 2,500 Users	62,500.00	55,000.00
For up to 5,000 Users	85,000.00	74,800.00

For up to 10,000 Users	160,000.00	140,800.00
For up to 20,000 Users	260,000.00	228,800.00
For up to 30,000 Users	390,000.00	343,200.00

Bulk Copy / Automatic Email Filing (Optional)

Automate the filing of emails and their attachments from Outlook to TCM.

There is a new way to reduce the administrative burden of manually filing emails, through an optional feature called “Bulk Copy”.

Bulk Copy allows you to schedule the automatic filing of emails from a folder in your mailbox (or a shared mailbox) to a specific location in SharePoint.

For example, you may have a folder in Outlook for all correspondence related to a specific Matter.

With Bulk Copy we can set up a schedule, once a day at a time you decided, to go and retrieve all unfiled emails from that folder and automatically file them to SharePoint, with any automatic metadata or metadata you specify applied.

Colligo’s bulk filing tool enables you to save (copy or move) batches of emails from folders all at one time, with the tool being able to tag your emails and attachments with metadata or labels. You can also schedule your filing on a manual or automated basis, allowing you for example to work throughout the day and set to automatically copy after working hours (such as weekends, Annual Leave, Office Closing hours) If you choose to automate things, then you can select daily, weekly, or monthly increments.

- **Increase Billing** - if you're spending less time filing you have the potential to spend more time billing.
- **Save time, drive efficiency, reduce the administrative burden** – Staff can save hundreds of hours per year filing emails to SharePoint. Your team can also quickly and easily find emails, as they are tagged with metadata or labels in your central storage repository, SharePoint Online.
- **Less Clicking** – By clicking less, users are likely to be more productive in their work.
- **Improved Adoption** – Because Colligo becomes easier to use, with less work needed from the end user, users are more likely to use it.
- **One and Done** – Users simply need to create a single folder for each Matter they're working on. Once created, they will need to drag and drop each related e-mail into the folder. Once this is done, Colligo will automatically file emails on their behalf.
- **Increase Compliance** – Your organisation can more easily stay compliant with industry, governing or regulatory policies as content is centrally stored and controlled and not “hidden away” in user mailboxes (who may have left or be away and uncontactable).

	Per User Per Month Fee
1-25 Users	16.00
25-50 Users	11.00
51-100 Users	8.50
101+ Users	6.60

Consultancy / Implementation Services

Implementation services required will depend on size and scope of requirements. Day rate will depend on number of days and skill level of individuals required. Please see our SFIA rate card.

Service & Support Management Details

We have come to understand that some clients are happy to operate without much input from us as a supplier, and others would like us as a supplier to be more involved in assisting with the adoption and continued improvements to be found with using an app like Colligo. For that reason, we provide two support options.

Standard Support provides you the ability to log bugs or errors directly through Colligo's online customer portal and/or refer to their online knowledgebase and community pages for help and information. I.e., you would go directly to Colligo for support and no support or services would be provided directly by Tricostar beyond the initial implementation services and a settling in period of 1 month from go-live.

Premium Support provides all the above plus direct access to Tricostar for troubleshooting support issues on your behalf.

Direct access to our support desk is provided via the support portal and email for instant acceptance of support issues. In addition, all customers are provided with access to their unique e-learning centre which contains all documentation and implementation specific training videos for continued refresher training or onboarding of new starters. Your client development manager will also work with you to continuously advise on best practice, new features and help with improving utilisation and adoption in all areas of the application.

Included is a formal annual health check to ensure you're making the most of the Colligo add-ins and are receiving maximum efficiency from them.

	Standard	Premium ¹
Colligo Customer Support Portal & Knowledge Base Access	✓	✓
E-learning Centre	✓	✓
Account Development Meetings	✓ Every Year	✓ Every Quarter
Initial Response Guidelines for Support Cases	Emergency - up to 12hrs High – In priority order Medium - In priority order Low - In priority order	Emergency - up to 1hr High - up to 2hrs Medium - up to 4hrs Low - up to 1 business day
Tricostar Extended Support	-	✓
Annual Health Check	-	✓

¹ Optional - See charges below.

Premium Support Charges (Optional)

Standard support is included in the Annual License Fee. For those who opt for Premium support, the below charges are added in addition to the Annual License Fee.

	Annual Fee
For up to 25 Users	1,000.00
For up to 40 Users	1,280.00
For up to 60 Users	1,920.00
For up to 100 Users	2,720.00
For up to 250 Users	4,125.00
For up to 500 Users	6,300.00
For up to 1,000 Users	10,200.00
For up to 2,500 Users	16,500.00
For up to 5,000 Users	22,500.00
For up to 10,000 Users	39,000.00
For up to 20,000 Users	66,000.00
For up to 30,000 Users	99,000.00