SAMPLE REPORT · FICTIONAL DATA

Contract Renewal Register

Example Client Ltd · 5 agreements reviewed · Status as of 23 November 2026

2	1	1	$52,100
Act now (≤30 days)	Plan (31–90 days)	Review required	Annual value set to renew automatically

Summary

Two agreements need a decision in the next 10 days. Globex Facilities (last day to give notice 30 Nov 2026) will otherwise extend for 24 months, and Northwind Hosting (1 Dec 2026) will renew with an 8% price uplift. Together they represent $33,600 a year. Acme Analytics can be planned for January. The Umbrella Media retainer has continuation wording with no exit mechanism and should be confirmed in writing.

Actions, in date order

Last day to act	Agreement	Status	Recommended action
30 Nov 2026	Globex Facilities Office cleaning services	Act now	Send non-renewal or renegotiate to a 12-month term before 30 Nov.
01 Dec 2026	Northwind Hosting Inc. Managed hosting MSA	Act now	Decide by 1 Dec: renegotiate the 8% uplift or send non-renewal.
15 Jan 2027	Acme Analytics Ltd SaaS subscription order form	Plan	Review seat usage in December; ask for a multi-year discount before 15 Jan.
—	Initech Software Licence and support agreement	No auto-renewal	Plan replacement or a new agreement by April 2027.
—	Umbrella Media Agency retainer	Review required	Ask Umbrella to confirm the current term and exit notice in writing.

How the last day is calculated: current term end minus the notice period in the agreement. We recommend sending notice several business days before the last day and keeping proof of delivery.

Register

Counterparty	Agreement	Term ends	Auto-renews	Renewal	Notice	Last day to act	Status	Annual value	Source
Globex Facilities	Office cleaning services	28 Feb 2027	Yes	24 months	90 days	30 Nov 2026	Act now	$9,600	Clause 4, p.2
Northwind Hosting Inc.	Managed hosting MSA	31 Dec 2026	Yes	12 months	30 days	01 Dec 2026	Act now	$24,000	§12.2, p.9
Acme Analytics Ltd	SaaS subscription order form	16 Mar 2027	Yes	12 months	60 days	15 Jan 2027	Plan	$18,500	Order Form "Term"; MSA §9.1
Initech Software	Licence and support agreement	31 May 2027	No	—	—	—	No auto-renewal	$12,000	§3, p.1
Umbrella Media	Agency retainer	31 Aug 2026	Unclear	12 months	—	—	Review required	$30,000	§7, p.4

Values in this register were extracted from the agreements and checked by a reviewer against the clause quoted on the next page. Dates are shown as written in each agreement.

Evidence: the clause behind every date

Globex Facilities — Office cleaning services — Act now

"...the term shall be extended by twenty-four (24) months unless either party serves ninety (90) days' notice."
Source: Clause 4, p.2

Reviewer note: 24-month automatic extension — the longest lock-in in this set.

Northwind Hosting Inc. — Managed hosting MSA — Act now

"...shall renew automatically for successive twelve (12) month periods unless either party gives written notice of non-renewal at least thirty (30) days before the end of the then-current term."
Source: §12.2, p.9

Reviewer note: Notice must be in writing; email is accepted under §18.1. Price uplift of 8% applies on renewal (§6.3).

Acme Analytics Ltd — SaaS subscription order form — Plan

Order Form: "Renews for 12 months unless notice is given 60 days prior to expiry."
Source: Order Form "Term"; MSA §9.1

Reviewer note: The Order Form (60 days) overrides the MSA (30 days) under MSA §1.3 order of precedence.

Initech Software — Licence and support agreement — No auto-renewal

"This Agreement commences on the Effective Date and expires on 31 May 2027."
Source: §3, p.1

Reviewer note: Fixed term with no automatic renewal. No notice required.

Umbrella Media — Agency retainer — Review required

"...thereafter this Agreement shall continue on the same terms."
Source: §7, p.4

Reviewer note: Continuation wording with no notice period or end mechanism. Status cannot be confirmed from the document alone.

Method and limits

1. Each agreement is read in full, including order forms, amendments and schedules you provide. 2. Term, renewal, notice and price-change clauses are extracted and linked to page and section. 3. A reviewer checks every extracted value against the source text and records conflicts between documents. 4. Anything that cannot be determined from the documents is marked Review required rather than guessed.

This register is an information service, not legal advice. It reflects only the documents provided. Confirm notice requirements (method, address, recipient) in the original agreement before acting. Full refund if the agreed scope is not delivered.

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