[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Contract Renewal Reminder Log

One unified register of contracts, with the notice deadline worked out for each contract, a separate reminder log, and a summary of decisions due.

Organisation: _____

Log owner: _____

Review rhythm: _____

Date this log was last reviewed: _____

How the notice deadline works For each contract, the date that matters is the notice deadline, not the end date. The notice deadline is the end date minus the notice period. If notice to end or change a contract must be given before that deadline and it is missed, the contract may continue on its existing terms. Record the notice deadline for every contract, sort the register by notice deadline, and review the log on the rhythm stated above, so that decisions are made before deadlines pass. When notice is given, keep a dated copy of the notice and record it in the reminder log, in the form the contract requires.

Contract register

Contract reference	Counterparty	Contract subject	End date	Notice period	Notice deadline	Auto-renewal	Owner	Decision or status
[Contract reference]	[Name of the counterparty]	[Subject of the contract]	[End date of the contract]	[Notice period for the contract]	[Notice deadline for the contract]	[Whether the contract auto-renews]	[Full name of the contract owner]	[Decision or status]
[Contract reference]	[Name of the counterparty]	[Subject of the contract]	[End date of the contract]	[Notice period for the contract]	[Notice deadline for the contract]	[Whether the contract auto-renews]	[Full name of the contract owner]	[Decision or status]
[Contract reference]	[Name of the counterparty]	[Subject of the contract]	[End date of the contract]	[Notice period for the contract]	[Notice deadline for the contract]	[Whether the contract auto-renews]	[Full name of the contract owner]	[Decision or status]
[Contract reference]	[Name of the counterparty]	[Subject of the contract]	[End date of the contract]	[Notice period for the contract]	[Notice deadline for the contract]	[Whether the contract auto-renews]	[Full name of the contract owner]	[Decision or status]
[Contract reference]	[Name of the counterparty]	[Subject of the contract]	[End date of the contract]	[Notice period for the contract]	[Notice deadline for the contract]	[Whether the contract auto-renews]	[Full name of the contract owner]	[Decision or status]
[Contract reference]	[Name of the counterparty]	[Subject of the contract]	[End date of the contract]	[Notice period for the contract]	[Notice deadline for the contract]	[Whether the contract auto-renews]	[Full name of the contract owner]	[Decision or status]
[Contract reference]	[Name of the counterparty]	[Subject of the contract]	[End date of the contract]	[Notice period for the contract]	[Notice deadline for the contract]	[Whether the contract auto-renews]	[Full name of the contract owner]	[Decision or status]

[Company name]

Contract reference	Counterparty	Contract subject	End date	Notice period	Notice deadline	Auto-renewal	Owner	Decision or status
[Contract reference]	[Name of the counterparty]	[Subject of the contract]	[End date of the contract]	[Notice period for the contract]	[Notice deadline for the contract]	[Whether the contract auto-renews]	[Full name of the contract owner]	[Decision or status]
[Contract reference]	[Name of the counterparty]	[Subject of the contract]	[End date of the contract]	[Notice period for the contract]	[Notice deadline for the contract]	[Whether the contract auto-renews]	[Full name of the contract owner]	[Decision or status]
[Contract reference]	[Name of the counterparty]	[Subject of the contract]	[End date of the contract]	[Notice period for the contract]	[Notice deadline for the contract]	[Whether the contract auto-renews]	[Full name of the contract owner]	[Decision or status]

Reminder and action log Use this log for every reminder, review, and notice relating to a contract in the register. One entry per action, in date order. This log is the evidence that a deadline was acted on in time.

Date of the action	Contract reference	Action taken	Decision reached, if any	Next step	Next step due
[Date of the action]	[Contract reference]	[Action taken]	[Decision reached]	[Next step]	[Due date for the next step]
[Date of the action]	[Contract reference]	[Action taken]	[Decision reached]	[Next step]	[Due date for the next step]
[Date of the action]	[Contract reference]	[Action taken]	[Decision reached]	[Next step]	[Due date for the next step]
[Date of the action]	[Contract reference]	[Action taken]	[Decision reached]	[Next step]	[Due date for the next step]
[Date of the action]	[Contract reference]	[Action taken]	[Decision reached]	[Next step]	[Due date for the next step]
[Date of the action]	[Contract reference]	[Action taken]	[Decision reached]	[Next step]	[Due date for the next step]
[Date of the action]	[Contract reference]	[Action taken]	[Decision reached]	[Next step]	[Due date for the next step]
[Date of the action]	[Contract reference]	[Action taken]	[Decision reached]	[Next step]	[Due date for the next step]

Decisions due At each review, list here every contract whose notice deadline falls before the next review, and record the decision for each one: renew on existing terms, renegotiate, replace, or end. A contract with no decision recorded before its notice deadline is an open risk, not a decision to continue.

Contract reference	Notice deadline	Decision required	Decision maker	Decision date
[Contract reference]	[Notice deadline for	[Decision required]	[Full name of the decision maker]	[Date of the decision]

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Contract reference	Notice deadline	Decision required	Decision maker	Decision date
	the contract]			
[Contract reference]	[Notice deadline for the contract]	[Decision required]	[Full name of the decision maker]	[Date of the decision]
[Contract reference]	[Notice deadline for the contract]	[Decision required]	[Full name of the decision maker]	[Date of the decision]
[Contract reference]	[Notice deadline for the contract]	[Decision required]	[Full name of the decision maker]	[Date of the decision]
[Contract reference]	[Notice deadline for the contract]	[Decision required]	[Full name of the decision maker]	[Date of the decision]

Summary

Contracts in the register: _____

Notice deadlines in the next 90 days: _____

Decisions still open past their notice deadline: _____

Contracts renewed, renegotiated, or ended since the last review: _____

Date of the next review: _____

Log review sign-off

Log owner: Signature: _____ **Full name:** [Full name of the log owner] **Date:** [Date of signing]

Reviewer: Signature: _____ **Full name:** [Full name of the reviewer] **Date:** [Date of signing]