Ashford Business Services Ltd

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
JOB-1042	James Patel	Subject of the contract	9 November 2026	November 2026	Notice deadline for the contract	Whether the contract auto-renews	Sarah Mitchell	Decision or status as agreed at the meeting.
JOB-1042	James Patel	Subject of the contract	9 November 2026	November 2026	Notice deadline for the contract	Whether the contract auto-renews	Sarah Mitchell	Decision or status as agreed at the meeting.
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Contract reference	Counterparty	Contract subject	End date	Notice period	Notice deadline	Auto-renewal	Owner	Decision or status
			2026	2026	for the contract	contract auto-renews		as agreed at the meeting.
JOB-1042	James Patel	Subject of the contract	9 November 2026	November 2026	Notice deadline for the contract	Whether the contract auto-renews	Sarah Mitchell	Decision or status as agreed at the meeting.
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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
9 November 2026	JOB-1042	Action taken as agreed at the meeting.	Decision reached as agreed at the meeting.	Next step	23 November 2026
9 November 2026	JOB-1042	Action taken as agreed at the meeting.	Decision reached as agreed at the meeting.	Next step	23 November 2026
9 November 2026	JOB-1042	Action taken as agreed at the meeting.	Decision reached as agreed at the meeting.	Next step	23 November 2026
9 November 2026	JOB-1042	Action taken as agreed at the meeting.	Decision reached as agreed at the meeting.	Next step	23 November 2026
9 November 2026	JOB-1042	Action taken as agreed at the meeting.	Decision reached as agreed at the meeting.	Next step	23 November 2026
9 November 2026	JOB-1042	Action taken as agreed at the meeting.	Decision reached as agreed at the meeting.	Next step	23 November 2026
9 November 2026	JOB-1042	Action taken as agreed at the meeting.	Decision reached as agreed at the meeting.	Next step	23 November 2026
9 November 2026	JOB-1042	Action taken as agreed at the meeting.	Decision reached as agreed at the meeting.	Next step	23 November 2026

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
JOB-1042	Notice deadline for the	Decision required as agreed at the meeting.	James Patel	9 November 2026

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	contract			
JOB-1042	Notice deadline for the contract	Decision required as agreed at the meeting.	James Patel	9 November 2026
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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:** Sarah Mitchell **Date:** 9 November 2026

Reviewer: Signature: _____ **Full name:** James Patel **Date:** 9 November 2026