Ashford Business Services Ltd

Vendor Contract Renewal Tracker

Review this tracker every week. The date that matters is the decision-by date, which is the contract end date minus the notice period: after that date, the renewal may no longer be a decision you can still change. Act on any row whose decision-by date is approaching before that date passes.

1. Contract renewal register

One row per contract. Keep this register as the single record; do not keep a second copy elsewhere, or the two copies will disagree.

	Supplier legal name	Service or goods covered	Contract owner	Contract start date	Contract end date	Notice period	Decision-by date	Auto-renewal applies	Current annual value	Renewal decision
	James Patel	Service or goods covered by contract one	Helen Morris	9 November 2026	9 November 2026	November 2026	9 November 2026	Whether auto-renewal applies to contract one	Current annual value of contract one	Renewal decision for contract one as agreed at the meeting.
	James Patel	Service or goods covered by contract two	Helen Morris	9 November 2026	9 November 2026	November 2026	9 November 2026	Whether auto-renewal applies to contract two	Current annual value of contract two	Renewal decision for contract two as agreed at the meeting.
	James Patel	Service or goods covered by contract three	Helen Morris	9 November 2026	9 November 2026	November 2026	9 November 2026	Whether auto-renewal applies to contract three	Current annual value of contract three	Renewal decision for contract three as agreed at the meeting.
	James Patel	Service or goods covered by contract four	Helen Morris	9 November 2026	9 November 2026	November 2026	9 November 2026	Whether auto-renewal applies to contract four	Current annual value of contract four	Renewal decision for contract four as agreed at the meeting.

2. Renewal action log

Record every decision step separately from the register above, so the history of each renewal can be followed even after the register row is updated.

Date	Contract reference	Action taken	Taken by	Outcome and next step
9 November 2026	JOB-1042	Description of renewal action one as agreed at the meeting.	James Patel	Outcome and next step from renewal action one as agreed at the meeting.

9 November 2026	JOB-1042	Description of renewal action two as agreed at the meeting.	James Patel	Outcome and next step from renewal action two as agreed at the meeting.
9 November 2026	JOB-1042	Description of renewal action three as agreed at the meeting.	James Patel	Outcome and next step from renewal action three as agreed at the meeting.

3. Summary

Summary item	Detail
Number of contracts in this tracker	Number of contracts in this tracker
Number of contracts with a decision due within the next review period	November 2026
Number of contracts on auto-renewal	Number of contracts on auto-renewal
Total current annual value of contracts in this tracker	£45.00
Total value of contracts requiring a decision in the next review period	£45.00
Date of last weekly review of this tracker	9 November 2027
Date of next weekly review of this tracker	9 November 2027
Name of person responsible for the weekly review	James Patel

4. Renewal decisions

For each contract approaching its decision-by date, record one of the following decisions, with the reason and the approver:

- Renew on current terms: JOB-1042
- Renegotiate terms: JOB-1042
- Replace supplier: JOB-1042
- Let the contract lapse: JOB-1042

Approver for renewal decisions in this tracker: Sarah Mitchell. No renewal decision is final until that approver has recorded it in the action log above.