

Software Contract Renewal Tracker

A simple log so you're not caught off guard by auto-renewals on tools you don't use.

TOOL	ANNUAL COST	RENEWAL DATE	AUTO-RENEW?	NOTICE PERIOD	STILL NEEDED?	DECISION
			Yes/No		Yes/No/Unsure	Renew/Cancel/Renegotiate

Set A Reminder

For every tool with auto-renewal, set a calendar reminder 30–60 days before the renewal date, timed to whatever notice period the contract actually requires.

Before Renewing, Ask

1. Has usage actually justified the cost this past year?
2. Is there a better-fit or lower-cost alternative now available?
3. Can the current price be renegotiated, especially if you're a longer-term customer?
4. Are we paying for a tier or seat count we no longer need?

Cancellation Checklist

- ☐ Notice given within the required window
- ☐ Data exported before access is cut off
- ☐ Any dependent workflows or integrations identified and replaced
- ☐ Confirmation of cancellation received in writing