

Contract Renewal Tracker

Never miss a renewal, auto-renew clause, or renegotiation window again. Track every vendor contract with 90/60/30-day alerts and action owners.

Stop Losing Money on Auto-Renewals

The average mid-size company has 35+ vendor contracts active at any time. Most auto-renew with 0 renegotiation. This tracker gives your ops team a single system of record — and a built-in escalation calendar so nothing slips past.



Monthly Review

Review the tracker monthly. Update "Days to Renewal" column and move newly urgent items to the top.



60-Day Trigger

Begin vendor outreach at 60 days. Most enterprise contracts require 30-day notice — start earlier than you think.



Renewal as Leverage

Renewals are your best negotiation window. Identify alternatives before you approach the vendor.

Column Guide

Vendor: Legal entity name, not product name

Auto-Renews: Y/N — check contract carefully

Priority:  Act Now /  Plan /  Prepare

Category: SaaS / Service / Hardware / Lease / Other

Cancel-By: Date notice must be given (not renewal date)

Action: Renew / Negotiate / Cancel / Evaluate

SECTION 1

Master Contract Register

All active contracts sorted by renewal urgency. Update monthly.

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SECTION 2

Renewal Negotiation Log

Vendor	Outreach Date	Contact Name	Current Price	Quoted Price	Target Price	Outcome	Notes

SECTION 3

Annual Summary

Metric	Q1	Q2	Q3	Q4 / Annual
Contracts Renewed				
Contracts Cancelled				
Contracts Renegotiated				
Total Spend at Renewal				
Savings Negotiated (\$)				
Net Savings Achieved	\$	\$	\$	\$



No more missed renewals.

Pair with the Opsply SaaS Spend Audit Tracker and Budget Tracker for complete vendor spend visibility.

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