Contract renewal tracker

Grey values are a fictional example. The formulas for notice-by date, kickoff, days to notice and urgency are written out below; the Excel file has them filled in.

Grey italic text is an example. Replace it with your own content.

CONTRACT REGISTER

Contract ID	Legal counterparty	Agreement	Business owner	Finance approver	Term end	Auto-renews	Notice quantity	Notice unit	Notice-by date	Review lead days	Decision kickoff	Annualized spend (USD)	Decision	Decision status	Notice method	Signed agreement link	Notice proof link	Days to notice	Notes	Urgency
EX-001	*Northstar Analytics (fictional)*	*Analytics subscription*	*Maya Chen*	*Finance lead*	*2027-06-30*	*Yes*	*90*	*Calendar days*	*2027-04-01*	*45*	*2027-02-15*	*36,000*	*Renegotiate*	*In review*	*Named legal contact, written notice per clause*	*Link to signed order form*	*Not sent yet*	*calculated*	*Fictional example row*	*calculated*

Contract ID	Legal counterparty	Agreement	Business owner	Finance approver	Term end	Auto-renews	Notice quantity	Notice unit	Notice-by date	Review lead days	Decision kickoff	Annualized spend (USD)	Decision	Decision status	Notice method	Signed agreement link	Notice proof link	Days to notice	Notes	Urgency
EX-002	*Harbor Logistics Software (fictional)*	*Warehouse planning subscription*	*Tomas Weber*	*Finance Lead*	*2027-03-31*	*Yes*	*2*	*Months*	*2027-01-31*	*30*	*2027-01-01*	*18,000*	*Renew*	*Approved*	*Written notice to the address in the order form*	*Link to signed order form*	*Not needed*	*calculated*	*Fictional example row*	*calculated*