

Renewal decision working kit

Use this kit to turn a renewal date into an approved decision, evidenced notice or agreement, and a verified first invoice. It combines the C05 procedure with working forms and a calculation workbook. Adapt it to the actual contract; it does not determine legal rights or send notice.

Start with one agreement

Open C05-Renewal-Workbench.xlsx. Complete the Contract sheet, then have a second reviewer confirm notice mechanics. Enter dates in Deadlines only after reading the complete executed agreement chain. Compare options in one currency over the same period. Record the decision, execute it through authorized people, and close the evidence trail.

File	Use
This editable Word guide and PDF	Procedure, decision form, exception handling and worked case
Excel workbench	Contract facts, candidate calendar deadlines, comparable costs, evidence checklist and decision log
Original HTML and SVG	Offline procedure and editable flowchart
Completed example sheet	Synthetic inputs and expected results for a first-run check

What the kit does not do

It does not include supplier contracts, determine tax treatment, forecast automatically, interpret business-day or receipt clauses, provide publisher-specific entitlement conclusions, or send cancellation notices. The workbook subtracts calendar days only. Business-day rules and ambiguous counting require a separately verified date.

A usable result

The agreement has an accountable owner, an independently reviewed deadline and delivery route, a supported commercial decision, an authorized execution record, and an owner for operational consequences. A spreadsheet date alone is not a completed renewal.

Worked renewal example

Synthetic training case. The dates, supplier and amounts below are invented to demonstrate the workflow, not legal or commercial advice.

Verify the deadline

Example agreement ends December 31, 2027. Its verified clause requires notice 90 calendar days before term end. The simple subtraction candidate is October 2, 2027. A 30-day internal buffer gives September 2, 2027. October 2 is a Saturday: the reviewer must check the contract's business-day and receipt rules. Never move that date automatically without an approved interpretation.

Compare the same 12 months

Option A: $100 \text{ seats} \times \text{USD } 25 \times 12 \text{ months} = \text{USD } 30,000$. Option B: $80 \text{ seats} \times \text{USD } 27 \times 12 \text{ months} + \text{USD } 2,000 \text{ transition} + \text{USD } 1,000 \text{ one-time charges} = \text{USD } 28,920$. Difference: USD 1,080 lower modeled cost for B. A quoted unit price increase can coexist with lower total cost, but only if the smaller scope is viable. Taxes, credits and commitments are zero in this example; replace them where applicable.

Challenge the option

Confirm 80 seats cover business need, reassignment rights are valid, the service owner accepts transition disruption, and the reduction can be contracted before the deadline. If any assumption fails, revise the comparison. The smaller number is not an instruction to buy.

Close the evidence loop

Decision record: conditionally select B subject to verified usage and approved quote. Closure requires the executed amendment, entitlement update, first invoice totaling the agreed charges and a new deadline record. Until those exist, the decision is approved but the benefit is not proven.