SUBSCRIPTION RENEWAL REVIEW

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Choose one currency for this project and convert each charge to a monthly equivalent yourself.

STEP 2 Record a monthly limit and the verified current monthly equivalent.

STEP 3 Use the note for billing interval, renewal terms and the keep, change or cancel decision.

STEP 4 Which fact or document still needs checking?

SUBSCRIPTION RENEWAL REVIEW

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

REVIEW DATE	SUBSCRIPTION	PERSON RESPONSIBLE	MONTHLY SPENDING LIMIT	CURRENT MONTHLY EQUIVALENT	BILLING INTERVAL, SOURCE AND DECISION

Outstanding question or record to confirm

SUBSCRIPTION RENEWAL REVIEW

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Choose one currency for this project and convert each charge to a monthly equivalent yourself.

Concrete next action

Owner / due

ACTION 2 Record a monthly limit and the verified current monthly equivalent.

Concrete next action

Owner / due

ACTION 3 Use the note for billing interval, renewal terms and the keep, change or cancel decision.

Concrete next action

Owner / due

IMPORTANT CONTEXT

This desk does not cancel subscriptions or contact providers. Verify cancellation and renewal terms in the provider's account.

- [ ] Source checked
- [ ] Next action assigned