

Checklist

Ready for your summer holiday?

A checklist to clear before you go out of office



SUMMER CHECKLIST

- Renewals and deadlines
- Approvals and signing
- Access and ownership
- Obligations and tasks
- Key clauses and terms

Renewals and deadlines

- Have renewal dates been logged in your system or calendar?
- Are any notice periods already running?
- Does a colleague know about upcoming renewal decisions?
- Which contracts renew in the next 60 days?

Access and ownership

- Does a colleague have access to the contracts you manage?
- Are contract files stored centrally, not only on your local drive?
- Is there a clear owner for each active contract while you're out?

Approvals and signing

- Are any contracts currently waiting for your approval?
- Are there contracts waiting for a counterpart signature?
- Who approves in your absence (and do they know?)

Obligations and tasks

- Are there contract obligations due in the next 4 weeks?
- Are those obligations assigned to someone who will be present?
- Are service levels, reports or certificates due during your absence?

Key clauses and terms

- Are there discounts or rebates with a validity period expiring soon?
- Are any price indexation clauses triggered by an upcoming date?
- Are there volume commitments you're close to hitting or missing?

Before you set your out-of-office

- Are there contracts waiting for a counterpart signature?
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With Contractify, you won't need this checklist again next year.

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