Renewal Risk Report

SaaS subscriptions · hosting · licenses · contracts · domain renewals

Prepared for: Example Ltd (Demo Workspace)

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SAMPLE REPORT — ALL DATA IS FICTIONAL DEMO DATA

This sample shows the Renewal Risk report built from the customer-maintained Renewal & Vendor Register: which renewals are overdue, which are coming up in the next 90 days, which active renewals still need a decision or an owner, and which records are missing the operational fields needed to act in time. Every vendor, owner, date, and amount below is fictional demo data.

Executive Verdict

1 overdue renewal requires action (Adobe Creative Cloud Teams). Review ownership and renewal status before the next billing cycle. 4 active renewals still need a decision or an owner.

Renewal Summary

Total assets	Overdue	Due in 30 days	Due in 90 days
7	1	2	4

Overdue Renewals

Renewal dates in the past for non-cancelled assets.

Vendor / Asset	Due date	Contact	Team	Status
Adobe — Creative Cloud Teams (5 seats)	20 Sept 2026	—	Design	Overdue

Upcoming Renewals — Next 90 Days

Vendor / Asset	Due date	Days	Cycle	Contact	Status
Cloudflare — Cloudflare Pro plan	14 Oct 2026	**18d**	Monthly	Dana Marin	**DUE SOON**
Certificate authority — Wildcard certificate *.retail-demo.example	21 Oct 2026	**25d**	Annual	Dana Marin	**DUE SOON**
Google — Workspace Business Standard (24 seats)	12 Nov 2026	**47d**	Annual	Radu Vasile	**UPCOMING**
Atlassian — Jira Software (15 seats)	10 Dec 2026	**75d**	Annual	Elena Toma	**UPCOMING**

Decision & Ownership Risk

Active renewals needing a decision or an owner: auto-renewals still undecided, notice deadlines approaching while undecided, or missing business / technical owner.

Vendor / Asset	Notice deadline	Decision	Risk
Adobe — Creative Cloud Teams (5 seats)	21 Aug 2026	Undecided	Auto-renews without a decision; Notice deadline approaching, undecided; Missing business owner
Google — Workspace Business Standard (24 seats)	13 Oct 2026	Review	Auto-renews without a decision; Notice deadline approaching, undecided; Missing technical owner
Atlassian — Jira Software (15 seats)	10 Nov 2026	Undecided	Auto-renews without a decision
Tableau — Tableau Creator (2 seats)	—	Undecided	Missing technical owner

Incomplete Records

Records missing the operational fields needed to manage a renewal calmly.

Vendor / Asset	Missing fields	Status
Adobe — Creative Cloud Teams (5 seats)	contact / owner	Overdue
Tableau — Tableau Creator (2 seats)	renewal date, invoice email	Active

Cost Summary

Annualised recurring cost based on visible assets only. One-time and hidden-cost assets are excluded.

EUR **14,820.00 / year**

Fictional demo total across the 7 sample assets above.

Recommendations

1. Adobe — Creative Cloud Teams (5 seats) is overdue — confirm renewal status with the responsible owner.
2. Confirm upcoming renewals: Cloudflare Pro plan, Wildcard certificate *.retail-demo.example — verify the responsible owner before the due date.
3. Add renewal dates for 1 asset so CertPilot can warn before risk becomes urgent.
4. Assign a responsible contact or owner for 1 asset before the next renewal cycle.

Methodology

— Renewal status is determined by comparing each asset's renewal date to the current date. Overdue means the renewal date has passed or the status is explicitly marked overdue. Upcoming means the renewal date falls within the next 90 days.
— Cancelled assets are excluded from the overdue, upcoming, and incomplete sections throughout this report.
— Hidden costs are excluded from cost summaries and are not displayed anywhere in this report.
— This report is based on data entered or imported by the customer into the CertPilot Renewal & Vendor Register. Results reflect data recorded at the time of generation. One-time costs are excluded from annualised totals.
— This is an operational renewal-risk report. It is not a legal, financial, or compliance audit. CertPilot does not access vendor systems, parse invoices, or verify renewal outcomes automatically.
— This is a static sample document. All vendors, owners, dates, and costs are fictional demo data.