



CONTRACT CHECKLIST

How many contracts do you actually have?

Most organisations underestimate their contract count. Not through carelessness, but because half of them never come up: the coffee machine, the waste collection, the data processing agreement for a tool someone switched on three years ago. Those forgotten agreements are precisely the ones that renew themselves silently.

How to use this list

1. Work through the categories and tick what your organisation has.
2. Not sure? Tick it. You can always drop it later.
3. Add up your ticks at the end, and multiply by the number of locations for anything arranged locally.

Corporate & legal

- ☐ Articles of association
- ☐ Shareholder register
- ☐ Powers of attorney
- ☐ Minutes of the general meeting
- ☐ Trademark and patent registrations
- ☐ Permits and exemptions
- ☐ Grant decisions
- ☐ Partnership and joint venture agreements

Premises & facilities

- ☐ Office or warehouse lease
- ☐ Service charges and owners' association
- ☐ Cleaning services
- ☐ Security and alarm response
- ☐ Fire safety: extinguishers and inspection
- ☐ Lift inspection and maintenance
- ☐ HVAC and cooling
- ☐ Grounds maintenance
- ☐ Waste collection
- ☐ Coffee, catering and vending
- ☐ Office supplies
- ☐ Post and franking
- ☐ Workwear and textile cleaning

Finance

- ☐ Accountant or bookkeeping firm
- ☐ Accounting software
- ☐ Banking and financing
- ☐ Payment terminals and e-payment
- ☐ Corporate credit cards
- ☐ Debt collection agency
- ☐ Credit information and receivables monitoring
- ☐ Factoring or leasing company

IT & telecom

- ☐ Hosting and cloud infrastructure
- ☐ SaaS subscriptions per team
- ☐ Software licences
- ☐ Hardware: laptops, servers, network
- ☐ Printers and multifunctionals
- ☐ IT support or managed service provider
- ☐ Fixed telephony
- ☐ Mobile telephony
- ☐ Internet connection
- ☐ Cybersecurity and backup
- ☐ Domain names and certificates

Procurement & suppliers

- ☐ Framework agreements
- ☐ Price agreements and volume tiers
- ☐ Raw materials and components
- ☐ Packaging and labels
- ☐ Subcontractors
- ☐ Transport and courier services
- ☐ Logistics and storage
- ☐ Machine maintenance contracts

Sales & customers

- ☐ Customer and supply agreements
- ☐ Distribution and dealer agreements
- ☐ Agency agreements
- ☐ Licence and usage agreements
- ☐ Non-disclosure agreements (NDA)
- ☐ Data processing agreements (GDPR)
- ☐ Terms and conditions and SLAs
- ☐ Sponsorship and partnership agreements

HR & people

- ☐ Employment contracts
- ☐ Freelance and contractor agreements
- ☐ Temp agency and secondment
- ☐ Internship and apprenticeship agreements
- ☐ Payroll administration
- ☐ Occupational health service
- ☐ Pension scheme
- ☐ Training and study agreements
- ☐ Bicycle lease scheme
- ☐ Meal and travel allowance schemes
- ☐ Time recording system

Fleet & mobility

- ☐ Operational or financial lease
- ☐ Vehicle purchases
- ☐ Maintenance and tyre changes
- ☐ Fuel and charging cards
- ☐ Fleet insurance
- ☐ Parking subscriptions
- ☐ Public transport and shared mobility

Insurance

- ☐ General liability
- ☐ Directors and officers liability
- ☐ Legal assistance
- ☐ Fire, contents and goods
- ☐ Business interruption
- ☐ Transport and cargo insurance
- ☐ Cyber insurance
- ☐ Sickness absence cover
- ☐ Collective health insurance
- ☐ Travel and cancellation insurance

Marketing & communications

- ☐ Advertising or media agency
- ☐ Sponsorship
- ☐ Trade fairs and events
- ☐ Print and promotional material
- ☐ Media buying and advertising

Quality & certification

- ☐ ISO or industry certification
- ☐ External audits
- ☐ Quality marks and inspections
- ☐ Environmental permit
- ☐ Prevention and safety adviser

Add up your ticks

Fewer than 25 A shared folder and a calendar reminder just about cope. Do list your notice periods somewhere.

25 to 50 It becomes hard to oversee. One missed renewal often costs more than a year of software.

50 or more Tracking this by hand costs you money structurally. From here, contract management usually pays for itself within a quarter.

Bring this list to the demo

If you know roughly how many contracts you have, we can do the maths on your organisation during the demo instead of on an average. Stuck? Send your list to jkoelwijn@loopsoftware.com and we will go through it together.