

Commercial Software License Renewal Checklist

License Information Review

☐ License name ☐ License key/number ☐ Vendor/contact details ☐ Number of seats/users ☐ Expiration date

Current Usage Assessment

☐ Evaluate current user base ☐ Review actual license usage ☐ Determine need for renewal ☐ Check for unused licenses

Renewal Preparation

☐ Collect renewal quotes ☐ Negotiate pricing/terms ☐ Review updated EULA/terms ☐ Check for new features/updates ☐ Budget approval

Administrative Tasks

☐ Generate purchase order ☐ Complete required paperwork ☐ Coordinate with procurement ☐ File documentation

Post-renewal Actions

☐ Update license records ☐ Distribute new keys/licenses ☐ Notify users/teams ☐ Schedule next review date

Notes