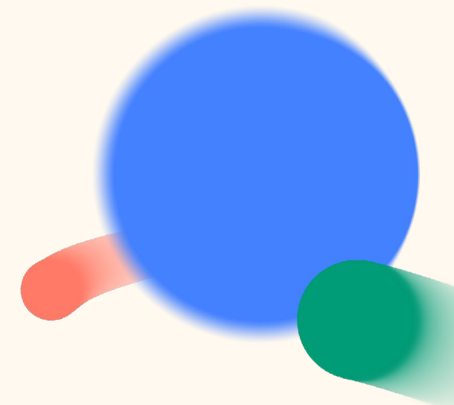




# Contract Assessment Executive Summary

Prepared for [Company Name]



# Vendor Contract Assessment

*Surfacing cost savings and risk during an economic downturn*

# Vendor contract analysis executive summary

Total contracts analyzed: **500**

Only

Sample

Location of analyzed contracts	Challenges to solve	Contract assessment findings
[Google Drive, Box, Dropbox, AWS, One Drive, SharePoint, local drives]	[Which vendor contracts contain payment terms that allow us to pay later]	<p><b>[60%</b> of contracts contain Net 30 payment terms</p> <p><b>30%</b> contain Net 60</p> <p><b>5%</b> contain Net 90</p> <p><b>5%</b> contain another non-standard payment term]</p>
	[How many contracts auto-renew or can be terminated in the next 30 days to reduce spend]	<p><b>[12%</b> of contracts have termination for convenience</p> <p><b>10</b> vendor contracts have renewal notice dates in the next 30 days]</p>
	[Which of our contracts contain price adjustment language]	<p><b>[50%</b> of contracts contain price adjustment language</p> <p><b>50%</b> of those contracts mention software or IT services]</p>

# Vendor contract remediation recommendations

Total contracts analyzed: **500**

Only

Sample

Contract assessment findings	Next step recommendation
<p>[<b>60%</b> of contracts contain Net 30 payment terms <b>30%</b> contain Net 60 <b>5%</b> contain Net 90 <b>5%</b> contain another non-standard payment term]</p>	<p>[Pull list of all extended payment terms and send to the accounting/finance team so they extend payment to those vendors and increase working capital.]</p>
<p>[<b>12%</b> of contracts have termination for convenience <b>10</b> vendor contracts have renewal notice dates in the next 30 days]</p>	<p>[Use dashboard of contracts that can be cancelled and meet with department heads to discuss which services or products are no longer needed.]</p>
<p>[<b>50%</b> of contracts contain price adjustment language <b>50%</b> of those contracts mention software or IT services]</p>	<p>[Check renewal and expiration dates for these contracts and send an amendment template in advance to remove problematic language.]</p>

