FolarraStudio

Contract Tracker

sign · track · renew

PRINTABLE · CONTRACTS, DATES & RENEWALS

This Tracker Belongs To

for small businesses and freelancers

BUSINESS NAME _____

OWNER _____

PHONE / EMAIL _____

SERVICE AREA _____

STARTED ON _____

How to use this tracker

- Print the whole planner once, then print extra copies of the pages you use most, such as the Contracts and Summary pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Log every contract with its key dates and check the renewals page each month.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

Our word for this year

Why good records matter

Contents

tap a title in the digital planner to jump to it

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Contract List

every agreement

PARTY	TYPE	START	END	VALUE	SIGNED
					☐
					☐
					☐
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Contract Summary

one contract per page

PARTY _____ TYPE _____

START _____ END _____

VALUE _____ NOTICE PERIOD _____

Key terms

Obligations

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
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- [ ]
- [ ]
- [ ]

Where stored

Renewal Calendar

decide before it renews

CONTRACT	RENEWS ON	NOTICE BY	DECISION	DONE
				☐
				☐
				☐
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Deliverables Tracker

what is owed

CONTRACT	DELIVERABLE	DUE	DONE
			☐
			☐
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			☐
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Contract Payments

milestones and invoices

CONTRACT	MILESTONE	AMOUNT	DUE	PAID
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Notes



FolarraStudio

Thank you!

Thank you for choosing FolarraStudio. I hope this tracker makes everyday life a little calmer and more organized. If you enjoy it, tell a friend about folarrastudio.com.

Terms of use

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