BOOKLET STORE

Software subscription audit

Use one sheet per subscription. Confirm any saving against the next invoice.

Identify the charge

Tool or service

Owner

Amount and billing interval

Renewal or change deadline

Check how it is used

Paid seats and active users

Last verified use

Which task, file or scheduled job depends on it?

What must be transferred or checked before a change?

Record the decision

Keep, resize, review or cancel - and why

Expected reduction per billing period

Next invoice date and actual reduction