

Before you renew a restaurant supplier

A one-page worksheet for linen, waste, pest control or internet. Use one copy per supplier.

Supplier _____ Location _____

Decision needed by _____

Collect the evidence

- ☐ Signed agreement and amendments
- ☐ Three representative invoices and service records
- ☐ Current written renewal proposal
- ☐ One alternative quote for the same service

Put the offers on the same basis

- ☐ Same quantities, frequency, locations and service standard
- ☐ All recurring fees, tax treatment and price increases
- ☐ Setup, overlap, exit and equipment return costs
- ☐ Same comparison period, plus each full commitment

Protect the decision window

- ☐ Earliest and latest permitted notice dates
- ☐ Required recipient, delivery method and receipt rules
- ☐ Internal decision date and responsible person
- ☐ Evidence of the final decision and any notice delivered

Ask before you accept

"Please confirm the full recurring and one-time costs, the services included, how prices may change, and the applicable renewal and notice requirements in writing."

Next action _____ Owner _____

Created by RenewalIQ. This checklist supports commercial preparation; it does not interpret your agreement or guarantee savings. Keep sensitive supplier documents in your own records. The Restaurant Supplier Cost Control Kit adds an editable comparison workbook, renewal register, category questions and supplier emails. Visit renewaliq.co for the current catalog.