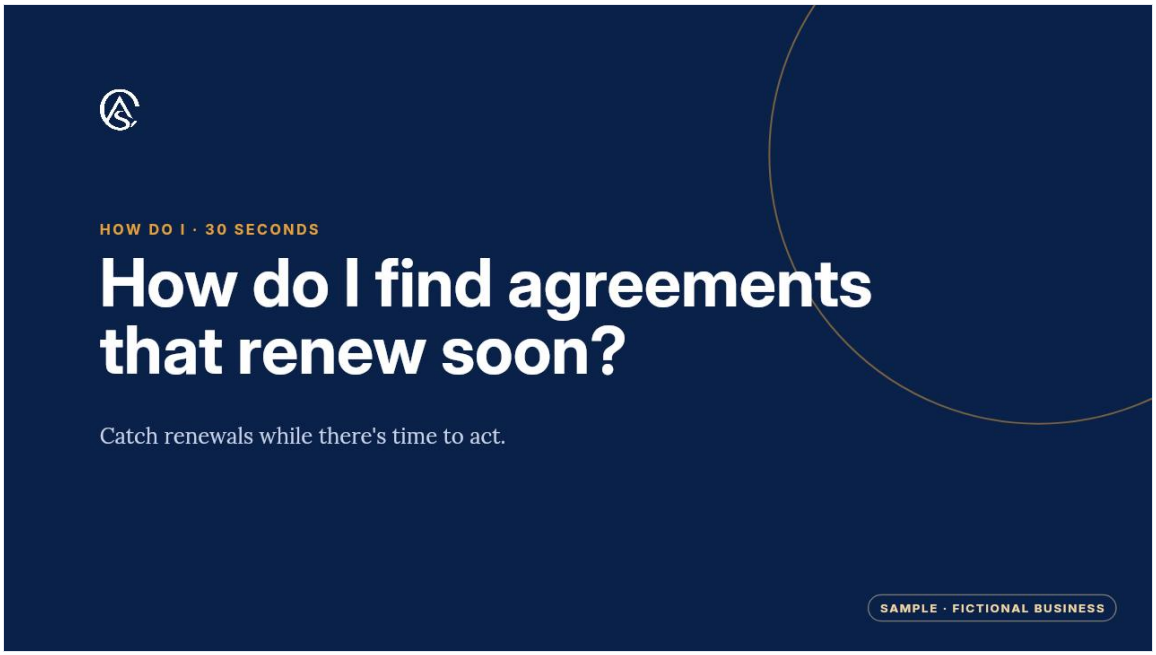
DOCUMENT DESK · HOW DO I

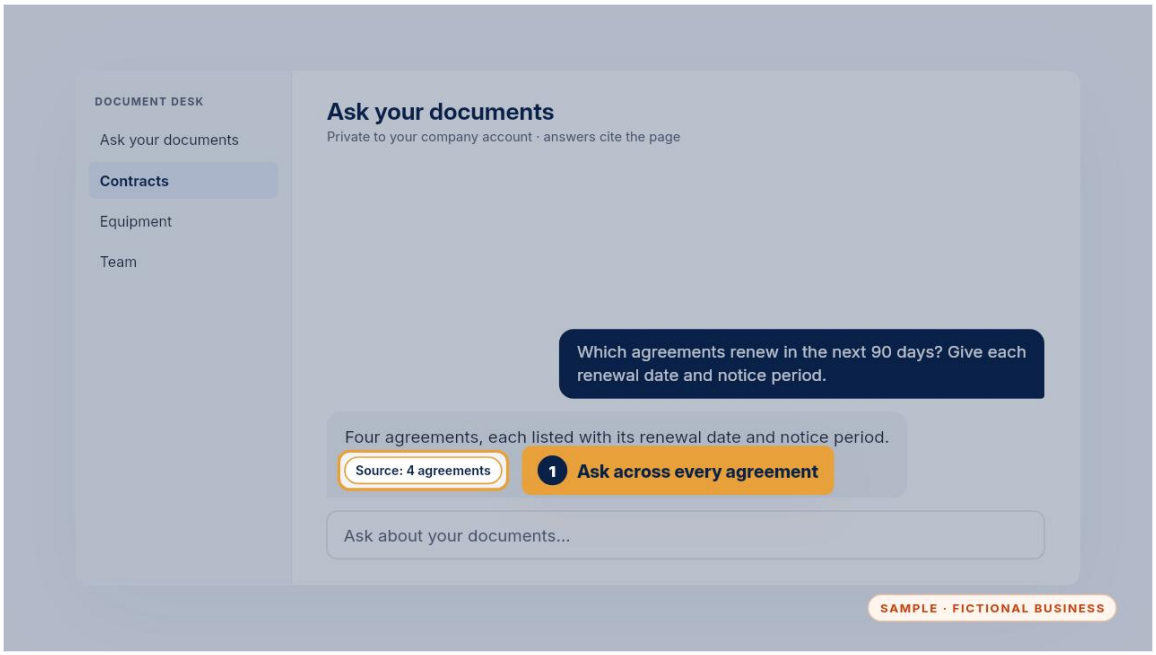
How do I find agreements that renew soon?

Ask for every agreement renewing in the next 90 days, with its notice period.

Watch the narrated video: https://openarmsolutions.com/guides/document-desk/find-upcoming-renewals



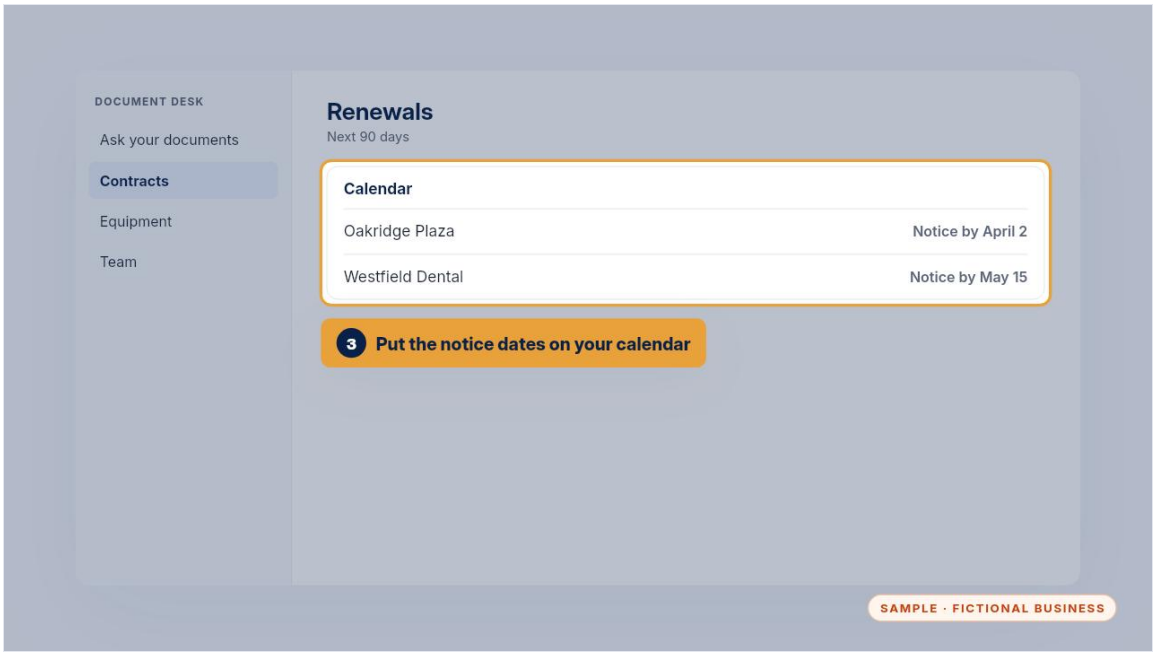
1. Here's how to see which agreements renew soon, so none slip past their notice window.



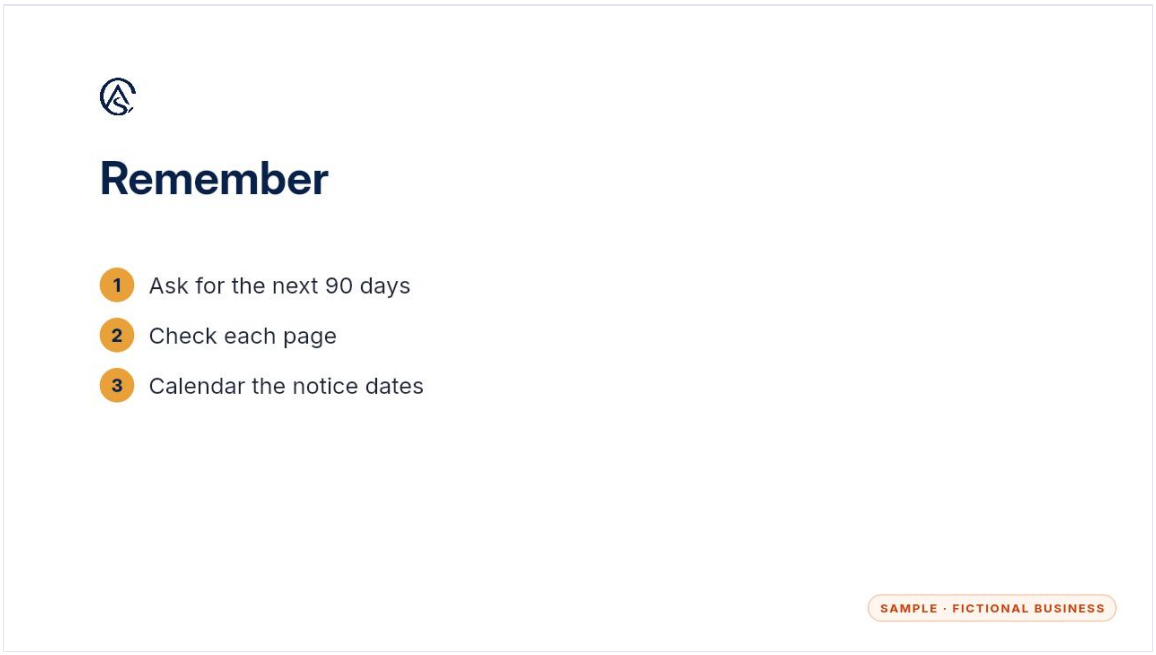
2 Ask which agreements renew in the next ninety days, with each renewal date and notice period.



3 Open each cited page and confirm the date and the notice period. The notice deadline is the date that matters.



4 Put each notice deadline on your calendar, and ask again next month.



5 Ask monthly, check each page, and calendar the notice dates.