RENEWAL AND EXTENSION AGREEMENT

This agreement is dated [Effective date]. Renewal number: [Agreement number].

Parties

(1) [Your company name], a company registered in England and Wales with company number [Your company number], whose registered office is at [Your company address] (the "Supplier"); and

(2) [Client name] of [Client address] (the "Client").

Background

(A) The parties entered into agreement number [Parent agreement number] dated [Date of the original agreement] (the "Agreement"), which is due to end on [Current end date].

(B) The parties wish to extend the Agreement for a further term, on the terms of this renewal and extension agreement.

Agreed terms

1. Extension

1.1 The Agreement is extended so that it continues from the day after [Current end date] until [End date] (the "Renewal Term"), unless it is ended earlier under its own terms.

1.2 Words defined in the Agreement have the same meaning in this renewal and extension agreement.

2. Fees for the Renewal Term

2.1 The fees for the Renewal Term are [Value], excluding VAT, which will be added at the rate in force.

2.2 The fees are invoiced [Billing frequency] and are payable within [Payment terms (days)] days of the date of each invoice.

2.3 These fees replace the fees in the Agreement from the start of the Renewal Term. Fees for the period before it are unchanged.

3. Other changes

From the start of the Renewal Term, the Agreement also changes as follows: [Other changes for the renewal term].

3.1 Except as this renewal and extension agreement says, the Agreement continues unchanged and in full force.

3.2 If this renewal and extension agreement and the Agreement conflict, this renewal and extension agreement applies.

[Note: Check the Agreement's renewal, notice and price review clauses before using this. If the Agreement renews automatically unless notice is given, make sure the dates here line up with its notice period, so the Renewal Term does not overlap an automatic renewal.]

[Note: If the Client is a consumer rather than a business, the Consumer Rights Act 2015 applies: the new price and terms must be clear and prominent, and any term that lets you change the price later must be fair and transparent. Take advice before extending a consumer contract on different terms.]

4. General

4.1 Each party confirms it has the authority to enter into this renewal and extension agreement.

4.2 Only the parties may enforce this renewal and extension agreement. The Contracts (Rights of Third Parties) Act 1999 does not apply.

4.3 This renewal and extension agreement may be signed electronically and in counterparts.

4.4 This renewal and extension agreement is governed by the same law, and subject to the same courts, as the Agreement.

Signed by an authorised signatory for and on behalf of [Client name]

Signature _____

Name _____

Position _____

Date _____

Signed by an authorised signatory for and on behalf of [Your company name]

Signature _____

Name _____

Position _____

Date _____

About this template

A starting point to adapt, not legal advice. The law differs between England and Wales, Scotland and Northern Ireland, and it changes: check this fits your situation, and take legal advice for anything significant. Replace each [placeholder] in violet, follow or delete each [Note], then delete this box. Last reviewed October 2026. Send it for signature with Sign2Approve: sign2approve.com/templates/renewal-and-extension