

Strive for a Five

CONTRACT TEMPLATE M

Renewal Reminder Notice

Australian edition

Checked October 2026

Free to download and use. striveforafive.com

Free to use — please read first

These templates are free, and they're a starting point, not a finished contract. They are general information only. They are not legal advice, and Strive for a Five is not a law firm.

Laws differ between states, territories and countries, they change over time, and every cleaning business and every client is different. A template can't know your situation.

Before you use, sign or send any of these documents, please have them reviewed by a qualified legal practitioner where you work. In Australia that's a solicitor or lawyer with a current practising certificate. Your state or territory law society can point you to one.

By downloading, you agree that you use the templates at your own risk and that, to the extent the law allows, Strive for a Five isn't liable for any loss that comes from using them.

Template M: Renewal Reminder Notice

Template notice. This is a template only. It is not legal advice and may not suit your circumstances. Both parties are encouraged to get independent legal advice before signing.

When to use this: Send it 30 to 60 days before each Anniversary of an ongoing contract (Template K, clause 5.5), by email and, if you like, by post as well.

Keep a copy and the date sent.

Letter / email

Subject: Your cleaning agreement renews on ____ / ____ / ____

Hi _____,

I hope the cleaning is going well at _____ (premises).

This is a friendly reminder under clause ____ of our Cleaning Services Agreement dated ____ / ____ / ____ (the "Agreement").

The key details

- Renewal date:** The current term ends on ____ / ____ / ____, and the Agreement renews automatically on that date unless one of us gives notice.
- New term:** The new term runs for 12 months, from ____ / ____ / ____ to ____ / ____ / _____. (This will be Renewal Term number _____. The Agreement can continue until a Maximum Term of 5 years from the start date, which is ____ / ____ / _____.)
- New price:** From the start of the new term, the price will be:
 - Previous price: \$_____ per _____
 - New price: \$_____ per _____
 - How it was worked out: CPI change of _____% ☐ notified rate ☐ no change ☐
- How to opt out:** If you don't want the Agreement to renew, or you don't accept the new price, please tell me in writing by ____ / ____ / ____ (clause ____ requires at least ____ days' notice before the renewal date). The Agreement will then end on ____ / ____ / ____ at the old price, and I'll help you with a smooth handover.
- If you're happy to continue:** You don't need to do anything. The Agreement will renew on the date above.

If you'd like to talk about the scope, the price or anything else, I'm glad to chat. A copy of the Agreement is attached for easy reference.

Thank you for trusting us with your premises.

Kind regards,

Name: _____

Business: _____ ABN: _____

Phone: _____

Date sent: ____ / ____ / ____