One subscription. A clear next step.

A useful check for one recurring charge. Keep the sheet somewhere private.

SERVICE / STATEMENT LABEL

ACCOUNT OWNER / WHERE THE CHARGE IS MANAGED

NEXT CHARGE DATE / AMOUNT + CURRENCY / SOURCE CHECKED

DECISION: KEEP / REVIEW / CANCEL / ASK OWNER

ONE NEXT ACTION / WHO WILL DO IT / BY WHEN

IF YOU CHOOSE TO CANCEL

[ ] Check provider instructions and the people or files affected.

[ ] Record the request date and where confirmation is saved.

[ ] Check the effective end date and access still needed.

[ ] Put a later statement check in your calendar.

CONFIRMATION LOCATION / NEXT STATEMENT CHECK DATE

Do not write passwords, full account numbers or recovery codes here. A request is not proof that billing has ended.

Optional full Subscription Close Out Kit: 8 pages per size | $5