

Effective Date & Expiry Date Document Sample

Document Overview

This document outlines the key periods when a particular agreement, contract, or policy comes into effect and when it expires.

Sample Table

Agreement Title	Effective Date	Expiry Date
Service Level Agreement	2024-07-01	2025-06-30
Consulting Contract	2024-08-15	2025-02-14
Software License	2024-09-10	2026-09-09

Definitions

Term	Description
Effective Date	The date on which the document, agreement, or policy becomes active and enforceable.
Expiry Date	The date on which the document, agreement, or policy is no longer valid or in effect.

Important Notes

- Always review the effective and expiry dates before signing any agreement.
- Ensure both parties acknowledge the specified dates to prevent future disputes.
- Any renewal or extension must be formalized before the expiry date.
- Keep a record of all related documents for reference and compliance purposes.
- The effective and expiry dates should be clearly positioned in all contract drafts.