

Vendor Offboarding Checklist

IT & Tech Compliance

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Builds a secure vendor offboarding checklist — access revocation, data return and deletion, deletion certificate, integrations, knowledge transfer and final invoices. Use this to exit a vendor; for the exit clauses in the contract use the Renewal / Exit Terms Reviewer.

Purpose of this tool & output

Exit a vendor securely

How the output is used

Use the checklist to exit a vendor securely — revoke access, recover/delete data and confirm obligations end.

Important cautions

AI-generated checklist; adapt to the contract exit terms.

Companion documents

- Vendor Risk Assessment
- Vendor Security Questionnaire
- Vendor Tiering Framework
- Sub-Processor Risk Review

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.