The Hidden Costs of SaaS Check Sheet

Run this one-hour check on a tool before you buy or renew

1 The tool

Tool name

Plan and monthly price

Decision or renewal date

2 Usage cost on one real workflow

Use the vendor's own billing unit, such as tasks, credits or executions.

- ☐ **I checked the vendor's current counting rules**
- ☐ **I counted checks, loops and AI steps, not only the main steps**

Workflow I am testing

Runs per month and steps per run

Estimated monthly usage and cost

3 Exit test

Find out what leaving would take before you depend on the tool.

- [ ] **I exported a small sample of my data**
- [ ] **I opened the export in a different program**
- [ ] **I listed what did not come across**

What was missing

4 Setup and learning time

- [ ] **I decided what working well enough means**
- [ ] **I will move one workflow first, not everything at once**

Hours I will allow for setup

First workflow to move

5 Attention

- [ ] **I counted the new places this tool can send notifications**
- [ ] **I turned off notifications I do not need**
- [ ] **I will check it at set times, not constantly**

6 Overlap and renewals

- [ ] I know which tool this replaces
- [ ] I cancelled or will cancel the replaced tool
- [ ] I recorded the renewal date
- [ ] I set a usage alert where the tool offers one

7 My decision

- [ ] Go ahead
- [ ] Try one workflow first
- [ ] Not now

Main reason