Telephone Contact Log

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Consumer's Name: _____

Address: _____

Phone: _____ Email: _____

Instructions:

1. **DOCUMENT IMMEDIATELY** every phone contact from a collector, creditor or telemarketer. Note where the call was received – home, work, cell phone, text, fax or email. List date, time of the contact, Caller ID, name of caller and company.
2. **SAVE EVERYTHING!** Letters with mailing envelopes, handwritten notes or messages from friends, relatives, neighbors or co-workers about collection calls for your debt.

Date of Call Month/ Day/ Year	**Time of Call**	**Where call was received?** Home, Cell, Work, Text, Fax, Email	**Caller ID#**	**Caller's Name** First Name Last Name	**Caller's Company Name & Contact Information** Name, Address	**CONTACT DETAIL** What did the Caller say in conversation or phone message? What was stated in the text, fax or email? (Use as many lines as necessary or a separate sheet of paper)