COLLECTION COMMUNICATIONS LOG

INSTRUCTIONS:

1. **DOCUMENT** immediately every communication you have with any collector. Whether it is by letter, phone or voice mail. Make detailed notes of any conversation you have with the collector during the conversation. Keep this log next to your phone. If you need more copies, do not hesitate to ask us for more.
2. **SAVE** every single voice mail, answering machine message, collection letter and paper message that is sent to you. **DO NOT THROW ANYTHING AWAY**, including the envelopes or anything that is included with the collection letter.

Print your Name: _____

DATE OF CALL	TIME OF CALL	How many minutes long was the call?	What kind of communication did you receive? Phone call (PC), Voice Mail (VM), Letter (LTR), Paper message (PM)	Where did you receive the call? Work (w), Home (h), Cell (c)	What did the Caller ID Read? Unknown caller? Blocked?	Collector's name?	Which Collection Agency are the calling from and what is the Phone Number	What did the collector say? Did they demand money? If so how much? What were the payment terms? Were there threats? Was there a threat of legal action? Harassment? Did they call your friends and neighbors? BE AS DETAILED AS POSSIBLE. USE MORE THAN ONE LINE OR EXTRA PAPER IF NECESSARY.
			Phone call Voice Mail Letter	Work Home Cell				
			Phone call Voice Mail Letter	Work Home Cell				
			Phone call Voice Mail Letter	Cell Other				
			Phone call Voice Mail Letter	Cell Other				
			Phone call Voice Mail Letter	Cell Other				
			Phone call Voice Mail Letter	Cell Other				
			Phone call Voice Mail Letter	Cell Other				
			Phone call Voice Mail Letter	Cell Other				

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