

Debt Collector Phone Communication Log

Attorney-Client Privileged/Attorney Work Product

Instructions:

1. After every call you receive, enter the below information into the proper box.
2. Keep detailed records of everything. For example, if you get a voice mail, save it. If you have caller ID, take pictures of the caller ID screen.
3. Make notes as to what the collector said, including the amount demanded, any threats, foul language or harassment. Also note if they spoke to or contacted anyone other than yourself, including family, friends, and co-workers.
4. Give copies of this log to everyone the collector has contacted. Keep copies of this log by every phone you receive collection calls on.
5. Use as many of these forms as you need, and make your notes as detailed as possible.

Date and Time of Call	Name of Collection Company	Name of Collector	Phone Number THEY Called FROM
Please provide details of the call in the box below, and be as specific as possible			

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Please provide details of the call in the box below, and be as specific as possible			

If you receive anything in the mail from a collector, save it, including the envelope! Don't throw anything away!