

COLLECTION COMMUNICATIONS LOG

INSTRUCTIONS:

1. Use this log to immediately **DOCUMENT** every communication you have with any debt collector, whether by letter, by telephone, or by message. Make detailed notes of any conversations you have with a debt collector during the conversation. Keep this log sheet next to your telephone.
2. **SAVE** every voice mail message, answering machine message, and collection letter that you receive from a debt collector. **Don't throw anything away.** Keep everything including the envelopes that the collection letters come in and anything included with the collection letter.

Date of Call (MM/DD/YY)	Time of Call (00:00 AM)	How Many Minutes Did Call Last? (Approx.)	Contact Type? Phone, Voice Mail, Message, or Letter	Collector's Name?	Collection Agency Name, Address, & Telephone Number	What Did Collector Say? Amount Demanded? Payment Terms? Threats of Legal Action? Calls to Friends or Neighbors? Be Very Detailed. Exactly What was Said to You? (Use as many lines or pages as needed)