

COLLECTION COMMUNICATIONS LOG

1. After every call you receive, enter the below information into the proper box. Keep copies of this log by every phone you receive collection calls on. Make your notes as detailed as possible. If you receive any written correspondence, enter it into this log as well.
2. Keep detailed records of everything. For example, if you get a voice mail, save it. If you have called ID, take pictures of the caller ID screen. If you receive anything in the mail from a collector, save it, including the envelope! Don't throw anything away! Use as many lines or pages of this log as necessary.
3. Make notes as to what the collector said, the amount the 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.

Date of Call or Message. Enter month, day & year.	Time of Call or Message.	Length of call or message.	Type of Contact (Phone Call, Voice Mail, Letter).	Collector's Name and Collection Company name	Collection Agency Telephone Number.	What did the Collector say? And who did the collector speak to? BE DETAILED!!!!
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