

**ATTORNEY CLIENT PRIVILEGED / ATTORNEY WORK PRODUCT  
DEBT COLLECTOR OR BILL COLLECTOR CONTACT RECORD**

**INSTRUCTIONS:**

1. **WRITE DOWN** every contact you have with any debt collector or bill collector, whether by letter, phone, email or voice message. Please make detailed notes of any conversations you have with a debt collector or bill collector in the last column of this contact record and keep this contact record next to your phone.
2. **DO NOT ERASE** any voice mail, answering machine or email messages. Do not throw away debt collection or bill collection letters or paper messages, including the envelopes used to mail the debt collection or bill collection letters, as well as everything included with the debt collection or bill collection letters. You should not record phone conversations, without the debt collector's or bill collector's consent.

Date of Contact (MM/DD/YY)	Time of Contact (00:00 AM/PM) • If call, length of call	Contacted by Debt Collector or Bill Collector at: • Home • Work • Other	Method of Contact : • Phone Call • Voice Mail • Email • Letter	Name of Debt Collector or Bill Collector • Ask for a name if none given	Name of Debt Collection or Bill Collection Agency & Telephone Number	What did Debt Collector or Bill Collector say? • Amount to settle debt demanded or payment terms discussed? • Any threats or use of profanity? • Any threats of legal action? • Aware of any calls made to friends or neighbors? • Abusive repetitive calls? • Any other type of harassment or abuse?
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