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| Creditor contact log – keep track of who you spoke to when | | | | | |
| When tackling debts, you contact different creditors.  Depending on your situation, you may need to contact them a number of times.  It can get confusing and you can forget who you spoke to or wrote to about what and when.  Use this log to help keep track of what letters or emails you sent and received while tackling your debt.  **Use one for each creditor.** | | | | | |
| Creditor name | | Debt type | | Account number | |
| Date and time | Contact name  Note the job title if you know it and section or department. | Contact number  Or email address | **How did you communicate and what happened?** | | |
| Phone call  Letter | Email  What was agreed | What action you have to take  What the creditor will do next |
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