

**Telemarketing Call Sheet**

**Notes**→ When you get a call from a telemarketing or suspected telemarketer, remember to do the following:

1. Mark down the date and time as well as the calling company's name and telephone number (if you do not have Caller ID, than you must get from the telemarketer).
2. If your telephone service (e.g. cell phone company or Vonage) provides you with a listing of your inbound telephone calls, be sure to make a note to make a copy of the phone bill which shows the corresponding information.
3. Be nice to the telemarketer. Ask them to repeat their name, number and who they are calling for (act like you are a little hard of hearing if they seem suspicious). Ask them if they have a website. Sound like you are actually interested in what they are selling.
4. Treat this form as evidence. Use a separate form for each call made to you.
5. Lower the boom on the telemarketer and say the following:

***Under the Telephone Consumer Protection Act,***

***1) I am hereby notifying you that you must send me a written copy of your Do Not Call Policy. If this is not received within the next three weeks, I shall commence legal action against your company.***

***- and -***

***2) You must place me on your client's Do Not Call List. Furthermore, if you make sales calls for other companies, you must place me on those Do Not Call Lists as well. If I receive any further calls from you, I shall commence legal action against your company.***

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**REMEMBER:** If they make subsequent calls, they are still violating the law ***even if you do not answer the telephone.***  
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**Phone Number Called:**

Call Date/Time	Caller ID Name	Caller ID Number	Given Company Name	Given Company Number
<b>Sales Person Name/Info:</b>				
<b>Asked for Do Not Call Policy:</b>		<b>Asked to be Placed on List:</b>		
<b>Website Address:</b>				

**Notes:**