

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 or dial *69 when call is over. (Phone Co. charges .75 - \$1 each time).
2. If your telephone service (e.g. cell phone company) 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). Act interested in what they are selling for at least several minutes. Then ask them if they have a website. Say "I have heard so much about phone fraud, I would be sure you are legitimate if you had a website. Only real businesses have websites". Write down the name of their website. If you are sitting in front of a computer pull up the website while on the phone.
4. Treat this form as evidence. Use a separate form for each call made to you. This includes calls that disconnected before or after you answered, and calls made to your phone that you did not pick up. If you are on the FCC DO NO CALL list or have read the Telemarketer # 2 (below) those calls are illegal. Go to <https://www.donotcall.gov/> to register your phone numbers or verify that you have already registered them with the FCC. Keep the e-mail they send you. It is necessary evidence. It generally takes 31 days after you register to become effective. Until it becomes effective you will have to read #2 (below) to the telemarketer once.
5. When you have the website name, 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 (say # 2 if you are not on the FCC or your state DO NOT CALL list)

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.

Phone Number Called	Call Date /Time
Is the 1st part of phone call pre-recorded ?	Is this your cell phone?
My phone # is on NY or FCC Do Not Call List (circle one if applicable)	Phone # called is residential ? (cell or landline phone bill is in an individuals name)
Caller ID #	Caller ID Name
Given: 1) Company #	2) Company Name
Sales Person Name	Website Address
Asked For Do Not Call Policy	Asked to be placed on Do Not Call List (only applies if phone # not on NY or FCC do not call List)

NOTES: