

# TLO Phone Tracker

- \* A TLO Phone Tracker must be placed in the Customer's File along with the printed out TLO any time a TLO is run
- \* Every time a phone number is called from a TLO, it must be logged on this Tracker
- \* DO NOT discard TLO Trackers after use, they should be maintained in the customer's file indefinitely
- \* Place an "X" in the Do Not Call column if a contact has asked us not to call again. **All DNC requests must be honored**
- \* REMINDER: If a message is left, you may not call that phone number again for 7 days. If no message is left, you must wait a minimum of 48 hours before calling again.

[illegible]