Evidence log template

Record one item per row, in date order. Write the file name you saved it as so each entry can be matched to its screenshot or file. Keep this log with your evidence and add to it as new items appear.

Your name: _____ Police / platform reference numbers: _____ Page ___ of ___

No.	Date and time it happened	Platform or channel	Account name / handle / sender	What it says or shows (facts only)	Link (URL) and saved file name	Reported? To whom, date, reference
e.g.	03/11/2026 21:40	Google review	“J Smith 77” (profile link saved)	1-star review claiming we did not finish a job. We have no record of this customer.	google-review-2026-11-03.png	Reported to Google 04/11/2026
1						
2						
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No.	Date and time it happened	Platform or channel	Account name / handle / sender	What it says or shows (facts only)	Link (URL) and saved file name	Reported? To whom, date, reference
11						
12						
13						
14						

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