

How to Document Evidence for a Dispute

A quick guide to what to save and how to stay organized.

1. WHAT TO SAVE



Written Communication

- Emails
- Messages
- Chat transcripts



Screenshots

- Website pages
- Social media posts
- Ads or claims
- Payment confirmations



Transaction Records

- Receipts
- Invoices
- Bank statements



Service Descriptions

- Deliverables
- Contracts
- Written promises



Timeline Notes

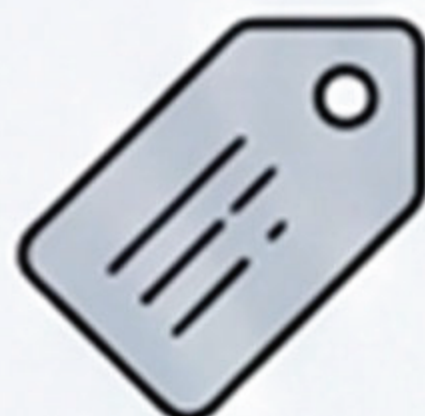
- Dates of contact
- Payment dates
- Missed deadlines

HOW TO ORGANIZE YOUR EVIDENCE



1. Create a Dedicated Folder

One folder per company or dispute



2. Label Files Clearly

Use dates and short descriptions



3. Keep a Running Summary

A brief document listing key events



4. Back Up Your Files

Save copies in at least two places

WHEN TO START DOCUMENTING



When something feels off



When deadlines slip



When communication becomes vague



When payment requests seem suspicious

Note: This guide offers a high-level overview. For detailed examples, templates, and a full step-by-step dispute process, refer to [The Nancy Catherine Scammer Playbook Exposed](#).