

✓ K4 Legal Services — 5-Step Enforcement & Protection Checklist

1. Document Everything

- Collect contracts, invoices, texts, emails, and photos
 - Save screenshots and timestamps
 - Use labeled folders or a master tracker

2. Build a Timeline

- Map key events: work performed, payment due, delays, threats
 - Include dates, names, and agency interactions
 - Highlight missed deadlines or broken promises

3. Prepare Your Packet

- Choose your target: GC, agency, credit bureau, or small claims
- Use K4 templates: complaint letters, dispute forms, affidavits
 - Include notarized statements if needed

4. Deliver & Track

- Send by certified mail, email, or online portal
 - Log delivery dates and responses
 - Follow up with escalation if ignored

5. Enforce & Protect

- File complaints, liens, or small claims if needed
 - Use credit repair tools to reverse damage
- Keep your packet updated for future leverage



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