VISITORS

Visitor sign-in

Sign in when you arrive and out when you leave.

BUILDING _____

DATE _____

FRONT DESK _____

	NAME	COMPANY	VISITING	TIME IN	TIME OUT	BADGE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

Please wear your badge while you are in the building.

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VISITOR LOG

Visitor log

One line per visit, for a week or a month.

SITE _____

WEEK OR MONTH _____

KEPT BY _____

DATE	NAME	COMPANY	PURPOSE OF VISIT	HOST	IN	OUT	BADGE

Keep this log somewhere private when it is full.

Page ____

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WELCOME

Visitors, please sign in

at the front desk

Sign in when you arrive and sign out when you leave, so we know who is in the building.

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