**Visitor Sign In-Out Sheet for Office**

**Office Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Name** | **Company/Organization** | **Reason for Visit** | **Time In** | **Time Out** |
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**Identification Verification:  
( ) ID Verified by Security  
( ) Access Granted**

**Acknowledgment:  
Visitors agree to follow the office’s policies and respect privacy regulations.**

**Visitor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**