**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**