**Visitors Form for Office**

**Basic Information:
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Organization (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Reason for Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appointment Details:
Meeting With: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Scheduled Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Time: \_\_\_\_\_\_\_\_\_\_
Date of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Visitor's Status:
☐ Employee Candidate
☐ Vendor/Contractor
☐ Client/Customer
☐ Delivery**

**Visitor Log and Check-In Details:**

| **Name** | **Contact Number** | **Time In** | **Time Out** |
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**Office Guidelines Acknowledgment:
☐ I acknowledge that I have read and understood the office policies.**

**Signatures:
Visitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Receptionist/Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**