

# 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

**Office Guidelines Acknowledgment:**

I acknowledge that I have read and understood the office policies.

**Signatures:**

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

**Receptionist/Staff:** \_\_\_\_\_

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