

Print Log Sheet

VISITOR SIGN-IN SHEET

Business Name: _____

DATE: ____ / ____ / 20____

TIME
IN

VISITOR NAME

PURPOSE OF VISIT /
PERSON TO SEE

PHONE OR EMAIL

OUT

**TIME
IN**

VISITOR NAME

**PURPOSE OF VISIT /
PERSON TO SEE**

PHONE OR EMAIL

OUT

Please ensure all visitors sign out before departing the premises.