

OFFICE RECEPTION / VISITOR REGISTER

Use one sheet per day. Record arrival and departure times as they happen, then follow up any outstanding departure or badge details.

Office / date _____

Reception / entrance _____

Recorded by _____

Visitor arrivals and departures

Visitor / code	Organisation	Host	Badge ref.	Time in	Time out	Badge back	Note / follow-up

Outstanding departure / badge details: _____

Reviewed by / time: _____ Follow-up owner: _____