

Visitor Log Template

Blank low-ink office log • Fill in only information necessary for your own process.

Location / team: _____ Date / period: _____

Visitor	Organization	Host	Purpose	Date	Time in	Time out	Badge #	Signature / initials	Notes

Keep completed logs private and use only the fields needed for your process.

Print at 100% / Actual Size. Use additional sheets for more entries.