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| Customer sign-in & out | [company name] |

Welcome!

*Please mention your name and contact information*

*Date: dd/mm/yyyy*

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| Print Name | Time in | Time out | Purpose |
| 1. Stephan Frances | 10:13 A.M | 11:10 A.M |  |
| 2. Roy Edison | 08:40 A.M | 10:35 A.M |  |
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