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| Sign in & out | [company name] |

Welcome!

*Please mention your name and contact information*

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| Print Name | DATE | Time in | Time out | Initials |
| 1. Stephan Frances | 09/12/19 | 11:10 A.M | 12:25 A.M | john |
| 2. Roy Edison | 09/12/19 | 10:35 A.M | 11:40 A.M | Roy |
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