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| employee sign off sheet |

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| --- | --- | --- | --- |
| Project: | Project name | Manager: | Manager |
| Project Phase: | Phase | Place/Room: | Meeting place/ room |

| Employee Name | Sign In | Sign Off | Initials |
| --- | --- | --- | --- |
|  | 00:00 | 00:00 |  |
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|  | 00:00 | 00:00 |  |
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