Ashford Business Services Ltd

Visitor Pass

A printable pass for every visitor: who they are, who they are visiting, where they may go, and when they leave.

Pass details

Pass number	VP-2026-014
Visitor name	Emma Clarke
Company	Ashford Business Services Ltd
Host	James Patel
Visit date	9 November 2026
Time in	10:30 am
Areas authorised	Reception and Meeting Room 2
ID checked	Yes
Issued by	Sarah Mitchell, Office Manager

Pass card

Cut out the card below and wear it where it can be seen at all times.

VISITOR PASS

Emma Clarke

Ashford Business Services Ltd

Host: **James Patel** | Date: **9 November 2026** | Pass no: **VP-2026-014**

Areas authorised: **Reception and Meeting Room 2**

Time out and return

Time out	4:15 pm
Signature	Emma Clarke
Badge returned	Yes
Returned to	David Okafor, Finance Manager

Ashford Business Services Ltd

Completion

✓	Check	Notes
	The pass is worn where it can be seen for the whole visit.	
	The visitor goes only to the areas named on the pass.	
	The pass is returned and the time out is recorded before the visitor leaves.	

Document	Visitor Pass
Version	1.0
Prepared by	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Date	**9 November 2026**
Review date	**9 November 2027**