Ashford Business Services Ltd

Visitor Register

Maintaining a complete visitor record for security and safety: name, company, host, arrival, and departure.

Day details

Register date	**9 November 2026**
Receptionist	**Sarah Mitchell**
Restricted areas	**Restricted areas**

Sign-in

Keep this register out of public view and file it securely at day end.

Visitor	Company	ID checked?	Host	Purpose of visit	Badge no.	Arrival time	Signed in by

Ashford Business Services Ltd

Sign-out

Visitor	Departure time	Signature	Badge returned	Badge issued by

Completion

✓	Check	Notes
	Every visitor has a name, company, host, and purpose recorded.	
	Badges are issued and returned, with numbers logged both ways.	
	No visitor entered **Restricted areas**, and the register is filed at day end.	

Document	Visitor Register
Version	2.0 (redesign)
Prepared by	**James Patel, Office Manager**
Owner	**Emma Clarke, Finance Manager**
Date	**9 November 2026**
Review date	**9 November 2026**