# Daily Sign-in Sheet

Project Name: _____ Project Number:_____

Date:_____

**NOTE: FAILURE TO SIGN-IN AND OUT COULD POSSIBLY DELAY YOUR PAYMENT ON THIS PROJECT**

| NAME | COMPANY | TRADE | ARRIVAL TIME | LEAVE TIME |
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Note: Workers who perform work in more than one trade on this project are required to sign in and out for the hours associated with each trade. **Do not sign out before your work day is completed and do not sign this sheet for anyone else.**