

Office Guest Confidentiality Sheet

Welcome to our office. Please read and sign this confidentiality agreement prior to entering the premises.

By signing below, you agree to hold in strictest confidence any and all proprietary information, trade secrets, customer data, or internal business discussions that you may see, hear, or otherwise acquire during your visit. You agree not to disclose, duplicate, or use any such confidential information without express written authorization.

Visitor Information

Guest Name (Print):

Representing (Company Name):

Host Name (Person Visited):

Date (MM/DD/YYYY):

Time In:

Time Out:

Acknowledgment & Signature

I have read, understood, and agree to comply with the confidentiality terms stated above.

Signature: