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| Date |  | **COMPANY NAME** |
|  |  |  |
|  |  |  Job Sign Off Sheet |

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| **Employee Name** | **Date** | **Department** | **Time Out** | **Condition/Note** | **Supervisor Initials** |
| Stephan Frances | 5/12 | Finance | 17:30 | Regular |  |
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| **Tel** Telephone**Fax** Fax | Street AddressCity, ST ZIP Code | WebsiteEmail |