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| Date |  | **COMPANY NAME** |
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|  |  | 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 Address City, ST ZIP Code | Website  Email |