

Printable:

Visitors / Calls / Packages

Print this. Post it at the front desk. Walk every new team member through it on their first day.

Check

1 Visitors

- Confirm active plan ☐
- Connect to client if no meeting room access ☐
- Accept and log legal documents ☐
- Never disclose on-site status ☐

2 Calls

- Message only / no personal info without written consent ☐
- Log all instructions with date and time ☐
- Confirm forwarding changes in writing before processing ☐

3 Packages

- Log carrier + tracking ☐
- Photograph any damage ☐
- Store secure ☐
- Notify same day ☐
- Forward only on written instruction ☐