# Daily Log Template

**Company Name**

Street Address, City, State
Phone No: (123)456 7890
Youremailaddress.com

| | | | |
|---|---|---|---|
| **Name:** | | **Date:** | |
| **Department:** | | **Supervisor:** | |

| Daily Activity | Start Time | End Time | Total Time | Status | Remarks |
|---|---|---|---|---|---|
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Printable Sample