



precis

engineering
+ architecture

Visitor General Check-in Policy

Precis Engineering, Inc. ("Precis") welcomes visitors and clients to our offices! When you visit us, your assistance will be requested to check in in accordance with our Visitor General Check-in Policy.

A Precis Employee will meet and escort you throughout your visit in our office.

Each of our office locations will provide an App for scanning a business card, or the hand-input of needed information for each visitor.

Any visitor or Precis Employee may view the App via this URL:

<https://precisguest.web.app/>

Required visitor information includes:

- First and last name
- Business name
- Purpose of visit
- Precis employee you are visiting (the "Escort")
- Email address (required)
- Phone number (optional)

Disclosure of Data Retention:

Data will be retained for the period of one (1) year. No Personally Identifiable Information (PII) will be retained or captured during the visitor check-in task.

If you have questions or concerns, please contact our office.