

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. - site bills register		Date - site bills Register					
Company Name:		Site:					
Name of Contractor		Nature of work					
Work done		From Date	To Date				
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no	
1.	Air-con	550	120	Nbs	66,000/-		
2.	light & ceiling						
3.	2nd floor.						
4.	ceiling						
5.							
6.							
7.							
8.							
9.							
10.							
11.	Total:					66,000/-	
Bill required		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO.		GST bill required		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO.	
Measurement & estimate sheet:		<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not required		Measurement & estimate sheet:		<input checked="" type="checkbox"/> Enclosed <input type="checkbox"/> Not enclosed	
PO/WO no.				PO/WO date:			
Remarks :							
Approved by Project Manager		Approved by Design Team		Approved by M.D.			
Date:		Date:		Date:			
Sign: <i>Mullay</i>		Sign:		Sign:			

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying labour bills, bills for hire charges, earth work, turnkey civil contractors. 3. Wherever not applicable - fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

