

INSTALLATION REPORT

Company/ firm:	Sov LLP	Requisition nos.:	20221216007(184922)
Project:	Sov-(11)	PO no.:	20221217006
Supplier:	Veldi. Karunakar Reddy Floor & decorative tiles	Material type:	cera board cladding

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	24/12/22	150	cera board cladding	150 mm	40 sq.m
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					40 sq.m
Remarks:					

APPROVED BY			
Approved by	Project manager	Security	Admin (Audit)
	26 DEC 2022 K. PURSHOTHAM		

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 3. This report is required for installation of windows, french windows, balcony/ staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painting, water proofing where 'Advice for giving credit to contractor/supplier form' is being set to E&D. 4. One or more reports can be made per PO. Avoid multiple Pos in one report. 5. Provide report on defaults, poor quality, missing items, etc. 6. Reports to be provided regularly. However, must be provided within one working day of request from purchase.