

# INSTALLATION REPORT

|                |                                         |                   |             |
|----------------|-----------------------------------------|-------------------|-------------|
| Company/ firm: | SOV LLP                                 | Requisition nos.: | 20230421020 |
| Project:       | SOV-II                                  | PO no.:           | 20230421024 |
| Supplier:      | M/S. Leela steel<br>Railing & door work | Material type:    | SS Railing  |

## Details of installation:

| Sl. No. | Date of installation | Unit no. | Material details | Size  | Qty     |
|---------|----------------------|----------|------------------|-------|---------|
| 1.      | 08/5/23              | 180      | SS Railing       | 900mm | 17 Rmbs |
| 2.      |                      |          |                  |       |         |
| 3.      |                      |          |                  |       |         |
| 4.      |                      |          |                  |       |         |
| 5.      |                      |          |                  |       |         |
| 6.      |                      |          |                  |       |         |
| 7.      |                      |          |                  |       |         |
| 8.      |                      |          |                  |       |         |
| 9.      |                      |          |                  |       |         |
| 10.     |                      |          |                  |       |         |
| 11.     |                      |          |                  |       |         |
| 12.     |                      |          |                  |       |         |
| 13.     |                      |          |                  |       |         |
| 14.     |                      |          |                  |       |         |
| 15.     |                      |          |                  |       |         |

Total: 17 Rmb

## Remarks:

|             |                                               |          |               |
|-------------|-----------------------------------------------|----------|---------------|
| Approved by | APPROVED BY<br>Project manager<br>09 MAY 2023 | Security | Admin (Audit) |
|-------------|-----------------------------------------------|----------|---------------|

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 window, 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 EdD. 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.