

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	20230421021
Project:	SOV-12	PO no.:	20230421025
Supplier:	M/S. Leeb steel Railing & furniture	Material type:	SS Railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	08/5/23	183	SS Railing	900 Hmm	17 Rmh
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Total: 17 Rmh

Remarks:

Approved by	Project manager 13 MAY 2023	Security	Admin (Audit)
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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.