

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	20230512037
Project:	SOV-III	PO no.:	20230512054
Supplier:	Kasunakar Reddy	Material type:	cladding

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	18/5/23	175	Cera board-cladding	150mm	42 sqm
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					42 sqm
Remarks:					

APPROVED BY			
Approved by	Project manager	Security	Admin (Audit)
	18 MAY 2023 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.