

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	20230512035
Project:	SOV-1D	PO no.:	20230512053
Supplier:	Karunakar Reddy	Material type:	cladding

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	18/5/23	171	Cera board-cladding	150mm	50 sqm
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					50 sqm
Remarks:					

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

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 default, poor quality, missing items, etc. 6. Reports to be provided regularly. However, must be provided within one working day of request from purchase.