

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	20230619041
Project:	SOV-21	PO no.:	20230619045
Supplier:	M. Sudayshan	Material type:	UPVC Windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	04/7/23	193	UPVC sliding with mesh	1800x1200	5 nos
2.	"	"	"	900x1050	1 no
3.	"	"	UPVC openable	600x1200	5 nos
4.	"	"	UPVC ventilator top hung	600x600	3 nos
5.	"	"	UPVC Fixed	1200x1200	2 nos
6.	"	"	UPVC sliding with mesh	1200x1200	2 nos
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					18 nos

Remarks: Total work done.

Approved by	Project manager	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.