

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	20230704041
Project:	SOV - II	PO no.:	20230704061
Supplier:	M. Sudarshan	Material type:	upvc windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	17/7/23	179	upvc sliding with mesh	6'x4'	6 Nos
2.	"	"	"	3'x3.5'	1 No
3.	"	"	upvc openable	2'x4'	3 Nos
4.	"	"	ventilator top hung	2'x2'	3 Nos
5.	"	"	upvc fixed	4'x4'	2 Nos
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					15 Nos

Remarks: Installation work done. please approve

Approved by	APPROVED BY	
	Project manager	Security
	18 JUL 2023	
		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 windows, doors, balconies, 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 B&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.