

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	20240108003
Project:	SOV-TU	PO no.:	20240108008
Supplier:	Veldi Rayunakar	Material type:	cladding cera board

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	24/1/24	200	cladding- cera board	150 mm	46 sqm
2.	24/1/24	201	"	"	46 sqm
3.	"	136	"	"	46 sqm
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Total: 138 sqm

Remarks:

Total work completed

APPROVED BY

Approved by	Project manager	Security	Admin (Audit)
24 JAN 2024			

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