

Internal memo no. 903/35/A
Annexure -A
INSTALLATION REPORT

Company/ firm:	Modi reality Pocharam LLP	Requisition nos.:	20240530012
Project:	NGH	PO no.:	20240601028
Supplier:	Rainbow UPVC doors and Windows	Material type:	UPVC windows

Details of installation:

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Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
01	20.07.24	407	UPVC windows sliding with mesh	1200W x 1200H	3 No's
02	20.07.24	407	UPVC windows sliding with mesh	1200W x 900H	1 No's
03	20.07.24	407	UPVC Ventilator top hung	585W x 585H	2 No's
Total:					6 No's

Remarks: PO completed

Approved by	Project manager	Security	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, 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 sent to purchase@modiproperties.com regularly. However, report must be provided within one working day of request from purchase. 7. Maintain signed original at site.