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

Company/ firm:	Modi reality Pocharam LLP	Requisition nos.:	20240523037
Project:	NGH	PO no.:	20240523061
Supplier:	Rainbow UPVC doors and Windows	Material type:	UPVC french doors

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
01	18.07.24	405, 507, 508, 407, 903 & 908	UPVC French door with mesh	2400W x 2100H	6 No's
				Total:	6 No's

Remarks: work completed . Close PO .

Approved by	Project manager	Security	Admin (Audit)
	20/7/24	Jitan	

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.