INSTALLATION REPORT

Com	Company/ firm:			Requisition nos.:		
Project:				PO no.:		
Supplier:				Material type:		
Details of installatio				water at type:		atter (f. same filmsom halls at 1950 store to the test for the content of the same till the store content of the
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No.	Date of installation	Unit no.	Material details		Size	Qty
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\pprove		Project manager		Security	Security Admi	
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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, facush windows, baleany/ staircase tailing, fire doors and such materials where PO for numerial + labour is issued. Exclude false calling, 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.