

Cement Blocks – Weekly Delivery Report

Company/ firm:	NGH	Requisition nos.:	20240926008	Total PO quantity:	500
Project:	NGH	PO No.	20240926007	Quantity delivered in earlier period	-
Block /Flat / Villa no.:	Block A	Total material delivered	Yes	Quantity delivered during week:	500
Supplier:	Sri sai vishal enterprises fly ash bricks	Close PO:	Yes	Balance quantity to be delivered:	nil
Sign of security	<i>Ajith</i>	Sign of Admin	<i>[Signature]</i>	Sign of Project manager	<i>[Signature]</i>
Date	03.10.24	Date	03.10.24	Date	03.10.24

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.							
2.							
3.							
4.							

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	28.09.24	12.23	4"x8"x16"	500	041	14040	20240928016
2.							
			Total	500			

Remarks:

Note 1. Report to be emailed to rajasekar@rajasekarproperties.com and report audit rajasekarproperties.com every Saturday 2. Maintain original along with delivery challans along with photos at site. 3. Report must have totals subtotaled 4. Specify block size and block type (solid / hollow) 5. Total quantity and delivered quantity includes all types of blocks 6. One running report must be made per PO