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

Requisition

nos.:

PO no.:

20240928012

20240928018

Admin (Audit)

Modi realty Pocharam LLP

Nilgiri Heights

Company/ firm:

Project:

Approved by

Supplier:		Shiva balaji steel railing		Material type:	Steel railing	
Detai	ls of installation	:				
Sl. No.	Date of installation	Unit no.	Material details		Size	Qty
01	09.11.24	A- 303, 305, 307,509	Glass bal	Glass balcony railing		37 Rmts
		Total:				37 Rtms
emarks	s: work complet	ed . close PO .				
	Pro	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