

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

Company/ firm:	Modi reality Pocharam LLP	Requisition nos.:	20250414028
Project:	NGH	PO no.:	20250414032
Supplier:	Mr.M.Sudarshan	Material type:	UPVC windows

Details of installation:

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Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
01	16.05.25	A-207	UPVC sliding with mesh	1200W X 1200H	3 No's
Total:					3 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.