**DOCUMENTS REQUIRED BILLING PROCESS**

1. **MEASUREMENT FORM.**
2. **CHECK LIST.**
3. **DRAWINGS WITH PROPER LOCATION.**
4. **BALANCE WORK AS PER BILL WITH REASON.**
5. **DEBIT NOTE FOR FAULTY WORK.**
6. **TERMINATION & COMMENCEMENT OF WORK.**
7. **REMARK SHEET WITH DETAIL.**
8. **AUTHORISED SIGNATURE OF BILLING ENGINEER & SITE INCHARGE.**