



Task Title: Total a Service Order/Invoice

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: The learner will total a service order/invoice for electrical materials.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2
- Communicate Ideas and Information/Complete and create documents/B3.2a
- Understand and Use Numbers/Manage money/C1.1 and C1.2

Materials Required:

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function

Task Title: TotalServiceOrder_EA_A2.2_B3.2a_C1.1_C1.2

Learner Information

Individuals working in trades like electricians have to write invoices for customers.

Scan the Service Order/Invoice for Gerry's Electric Inc.

Gerry's Electric Inc.	
Service Order/Invoice	8770
To: John James	
Order Date: January 31	
Job Name: Panel and Boiler	Location: 555 Sicamore Ave.

Quantity	Material	Price/ Unit	Amount	Description of Work			
1	8 circuit pane	69.64		Replace receptacles Replace fuse panel Install wiring to new boiler			
1	30 amp breaker	24.70					
1	Tandem amp	18.60					
3	Receptacles	1.00					
1	1" close nipple	2.00		Other Charges			Price
2	1" lock nuts	.40		Truck Charge			20.00
2	14 x 2 Bx wire	1.87		Total Other			
1	Utility box	2.65		Labour	Hours	Rate /hr	Amount
1	SIP switch	1.37		Service call	.5	120	
1	Steel switch plates	1.26		Panel and boiler	3	120	
				Total Labour			
				Total Other			
Total Material				→			Total Material
Thank You				Subtotal			
				HST			
				Total			
				Total			

Work Sheet

Task 1: Circle, highlight or underline the location of the job.

Answer:

**if completing this task online, enter the location here:

Task 2: Calculate the total for each item in the material list, and then calculate the Total Material cost.

Answer:

Task 3: Fill in the Total Other amount under Other Charges.

Answer:

Task 4: Calculate the Labour costs, and then calculate the Total Labour costs.

Answer:

Task 5: Calculate the Total amount of the invoice including 13% HST for the service order/invoice.

Answer:
