



Task Title: Total a Work Order

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: Total a work order for building materials.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.1
- Communicate Ideas and Information/Complete and create documents/B3.1a
- 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: TotalaWorkOrder_EA_A2.1_B3.1a_C1.1_C1.2

Learner Information

Work orders are totalled with both the unit price and the total units so that a customer pays for the product when ordered.

Scan the A.B.C. Construction Company Order Form.

A.B.C. Construction Company			
Order Form			
Supplier: Earnest's Building Supplies 1034 Sunday Ave Richmond Park ON K3K 4M8			
Order Date: March 20			
Order #: 26			
Order submitted by:			
Quantity	Description	Unit Price	Total Price
288	2 x 6 Pressure Treated	\$5.04/unit	
14	12" x 48" Sono Tubes	\$8.00/unit	
24	Bags of Concrete	\$4.25/unit	
Total Order			

Work Sheet

Task 1: On the invoice, circle, highlight or underline the name of the supplier.

Answer: **if completing this task online, enter the supplier name here:

Task 2: Calculate the total for the pressure treated in the work order. Write it on the invoice.

Answer:

Task 3: Calculate the total for the sono tubes in the work order. Write it on the invoice.

Answer:

Task 4: Calculate the total for the bags of concrete in the work order. Write it on the invoice.

Answer:

Task 5: Calculate the price of the total order. Write it on the invoice.

Answer:
