



Task Title: Understanding a Delivery Manifest

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description:

Learners will read to understand information contained on delivery manifests.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2
- Understand and Use Numbers/Manage data/C4.1

Materials Required:

- Access to a computer or other digital device (if preferred)
- Pen and paper (if preferred)

Learner Information

Delivery manifests are lists with details about a delivery or its contents that are used by delivery drivers. With the advance of technology, these manifests are often on handheld scanners but, in many cases, they are still printed as hard copies. Scan the Delivery Manifest.

DELIVERY MANIFEST

DATE: 02/08/2024 PAGE 1

DISTRIBUTION CENTRE : A9
 Truck ID: A09 UTILIMASTER
 ROUTE ID: A09 HIGH PARK



Manifest #: A900953

Stop	Postal Code	Customer Address	Carton Summary	Account	
001	M2H 0A8	GEN WORKERS 11 GORDON BAKER RD TORONTO	Full...: 1 Repack...: Paper...: Balance:	Order# 90234-00 Ship-to: 5595 Sold-to: 5594	Customer Signature X <small>RECEIVED THE MERCHANDISE DESCRIBED IN GOOD ORDER & CONDITION</small> Total Cartons: 1
		Contact: J Sne Truck Locations: 099	Delivery Date: 02/08/2024 Delivery Time: _____		
002	M2J 0A7	LEGACY 3 HERON'S HILL MANAGEMENT OFFICE TORONTO	Full...: 3 Repack...: 1 Paper...: 1 Balance:	Order# 92168-00 Ship-to: 8080 Sold-to: 8074	Customer Signature X <small>RECEIVED THE MERCHANDISE DESCRIBED IN GOOD ORDER & CONDITION</small> Total Cartons: 5
		Contact: C Olg Truck Locations: 099 100	Delivery Date: 02/08/2024 Delivery Time: _____		
003	M2J 0A9	C/O DEL 7 FOREST MANOR RD TORONTO	Full...: 2 Repack...: 1 Paper...: Balance:	Order# 94168-00 Ship-to: 4545 Sold-to: 4529	Customer Signature X <small>RECEIVED THE MERCHANDISE DESCRIBED IN GOOD ORDER & CONDITION</small> Total Cartons: 3
		Contact: K Mark Truck Locations: 001 100	Delivery Date: 02/08/2024 Delivery Time: _____		

Work Sheet

Task 1: List five pieces of information that are included in this delivery manifest.

Answer:

Task 2: What is the name of the contact person at the second stop?

Answer:

Task 3: How many cartons in total are on the delivery manifest?

Answer:

Task 4: What is the city this delivery driver is delivering to?

Answer:

Task 5: What is the order number of the 3rd delivery?

Answer:

Answers

Task 1: List five pieces of information that are included in this delivery manifest.

Answer: Any five of the following:

- Date manifest was printed
- Page number of manifest
- Distribution Centre number
- Truck ID number and name
- Manifest number
- Route ID number and name
- Number of stops
- Postal code
- Customer address
- Contact person's name
- Carton summary
- Account Information
 - Order #
 - Ship to account #
 - Sold to account #
- Delivery date
- Delivery time
- Customer Signature
- Total number of cartons
- Truck locations
- Scanner codes

Task 2: What is the name of the contact person at the second stop?

Answer: C Olg

Task 3: How many cartons in total are on the delivery manifest?

Answer: 9

Task 4: What is the city this delivery driver is delivering to?

Answer: Toronto

Task 5: What is the order number of the 3rd delivery?

Answer: 94168-00

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	Performs limited searches using one or two search criteria			
A2.2	Extracts information from tables and forms			
C4.1	Adds, subtracts, multiplies, and divides whole numbers and decimals			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
