



**Task Title: Total a Service Order/Invoice**

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:** 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.

<b>Gerry's Electric Inc.</b>	
<b>Service Order/Invoice</b>	<b>8770</b>
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		<b>Other Charges</b>			<b>Price</b>
2	1" lock nuts	.40		Truck Charge			20.00
2	14 x 2 Bx wire	1.87		<b>Total Other</b>			
1	Utility box	2.65		<b>Labour</b>	<b>Hours</b>	<b>Rate /hr</b>	<b>Amount</b>
1	SIP switch	1.37		Service call	.5	120	
1	Steel switch plates	1.26		Panel and boiler	3	120	
				<b>Total Labour</b>			
				<b>Total Other</b>			
<b>Total Material</b>				→			<b>Total Material</b>
<b>Thank You</b>				<b>Subtotal</b>			
				<b>HST</b>			
				<b>Total</b>			

## Work Sheet

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

Answer:

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

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

Answer:

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

Answer:

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

Answer:

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

Answer:

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Answers

<b>Gerry's Electric Inc.</b>	
<b>Service Order/Invoice</b>	<b>8770</b>
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1	8 circuit pane	69.64	<b>69.64</b>	Replace receptacles Replace fuse panel Install wiring to new boiler			
1	30 amp breaker	24.70	<b>24.70</b>				
1	Tandem amp	18.60	<b>18.60</b>				
3	Receptacles	1.00	<b>3.00</b>				
1	1" close nipple	2.00	<b>2.00</b>	<b>Other Charges</b>			<b>Price</b>
2	1" lock nuts	.40	<b>.80</b>	Truck Charge			20.00
2	14 x 2 Bx wire	1.87	<b>3.74</b>	<b>Total Other</b>			<b>20.00</b>
1	Utility box	2.65	<b>2.65</b>	<b>Labour</b>	<b>Hours</b>	<b>Rate /hr</b>	<b>Amount</b>
1	SIP switch	1.37	<b>1.37</b>	Service call	.5	120	<b>60.00</b>
1	Steel switch plates	1.26	<b>1.26</b>	Panel and boiler	3	120	<b>360.00</b>
				<b>Total Labour</b>			<b>420.00</b>
				<b>Total Other</b>			<b>20.00</b>
<b>Total Material</b>			<b>127.76</b>	<b>Total Material</b>			<b>127.76</b>
Thank You <span style="font-size: 2em;">→</span>				<b>Subtotal</b>			<b>567.76</b>
				<b>HST (13%)</b>			<b>73.81</b>
				<b>Total</b>			<b>641.57</b>

### 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			
	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
	makes low-level inferences			
B3.2a	uses layout to determine where to make entries			
	begins to make some inferences to decide what information is needed, where and how to enter the information			
C1.1	adds, subtracts, multiplies and divides whole numbers and decimals			
	recognizes values in number and word format			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	identifies and performs required operation			
	follows apparent steps to reach solutions			
	interprets and represents costs using monetary symbols and decimals			
	uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			
C1.2	interprets and applies rates (e.g. \$/kg, \$/1)			
	calculates percentages			
	chooses and performs required operation(s); may make inferences to identify required operation(s)			
	selects appropriate steps to reach solutions			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	represents costs and rates using monetary symbols, decimals and percentages			

This task: Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

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Learner (print):

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