



**Task Title: Total a Work Order**

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:** 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.

<b>A.B.C. Construction Company</b>			
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	
<b>Total Order</b>			

## 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:

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

Answer:

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

Answer:

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

Answer:

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

Answer:

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### Answers

<b>A.B.C. Construction Company</b>			
Order Form			
Supplier: <b>Earnest's Building Supplies</b> 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	<b>\$1,451.52</b>
14	12" x 48" Sono Tubes	\$8.00/unit	<b>\$112.00</b>
24	Bags of Concrete	\$4.25/unit	<b>\$102.00</b>
<b>Total Order</b>			<b>\$1,665.52</b>

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	scans to locate specific details			
	interprets brief text and common symbols			
	identifies how lists are organized (e.g. sequential, chronological, alphabetical)			
	requires support to identify sources and to evaluate and integrate information			
B3.1a	makes a direct match between what is requested and what is entered			
	makes entries using familiar vocabulary			
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)			
	chooses and performs required operation(s); may make inferences to identify required operation(s)			

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This task: Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

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Learner (print):

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