



Task-based Activity Cover Sheet

Task Title: Prepare an Invoice

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment <input checked="" type="checkbox"/> Apprenticeship <input checked="" type="checkbox"/> Secondary School ___ Post Secondary ___ Independence ___	
<b>Task Description:</b> Prepare an invoice calculating unit costs, subtotal, taxes, and total.	
<b>Competency:</b> C: Understand and Use Numbers A: Find and Use Information B: Communicate Ideas and Information	<b>Task Group(s):</b> C1: Manage money A2: Interpret documents B3: Complete and Create Documents
<b>Level Indicators:</b> C1.2: Make low-level inferences to calculate costs and expenses that may include rates such as taxes and discounts A2.2: Interpret simple documents to locate and connect information B3.2: Use layout to determine where to make entries in simple documents	
<b>Performance Descriptors:</b> see chart on last page <a href="#">or click here</a>	
<b>Links to skill building activities:</b> see the last page <a href="#">or click here</a>	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Invoice (attached)</li><li>• List of prices (attached)</li><li>• calculator</li></ul>	
<b>ESKARGO:</b> <b>Understand and Use Money</b> <ul style="list-style-type: none"><li>• Interprets and represents costs using monetary symbols and decimals</li><li>• Adds and subtracts money amounts and represents the answer in decimal notation (e.g. 5 dollars and 75 cents plus 10 cents is 5 dollars and 85 cents, which is \$5.85)</li><li>• Adds, subtracts, multiples and divides multi-digit whole numbers and decimals</li><li>• Chooses and performs required operation(s); may make inferences to identify required</li></ul>	



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operation(s)

- Selects appropriate steps to reach solutions
- Represents costs and rates using monetary symbols, decimals, and percentages
- Uses strategies to check accuracy (e.g., estimating, using a calculator, repeating a calculation, using the reverse operation)

Attitudes:

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes.

With your learner, please check one of the following:

Attitude is not important       Attitude is somewhat important       Attitude is very important



**Task Title:** Prepare an Invoice

**Learner Information and Tasks:**

Customer service and sales agents complete invoices with cost totals including taxes. Look at the Coffee Club Co. Ltd. price sheet and blank invoice.

**Task 1:** Enter today's date onto the invoice.

**Task 2:** Complete the invoice by entering in the following information and calculating the total for each line:

- a. Breakfast Blend 4 boxes
- b. Columbia Decaf 1 boxes
- c. Columbia Excellence 2 boxes
- d. Butterscotch 1 box
- e. French Roast Dark 2 boxes
- f. Variety Pack (24 k-cups) 1 box
- g. Sugar 1 box (1000 packs)
- h. Creamers 2 boxes
- i. Stir Sticks 1 box
- j. Coffee Cups 1 box

**Task 3:** Calculate the Invoice Subtotal and enter it onto the invoice.

**Task 4:** Calculate the sales tax and enter it onto the invoice.

**Task 5:** Calculate the final total for the order and enter it onto the invoice.

## Coffee Club Co. Ltd.

1001 Main Street  
Cambridge ON N1R 1W5  
Telephone: 519-555-1919  
www.coffeeclubco.ca



### Prices for coffee/tea

**Delivery** - \$16.80  
per box of 24

**Pick-up** - \$14.99  
per box of 24

Mild	Medium	Dark	Extra Bold
Breakfast Blend (1024)	Bali Samara Blend (1067)	French Roast Dark (1070)	Big Easy (1009)
Morning Blend (1040)	Colombian Excellence (1035)	Mexico (1071)	Dark Magic (1077)
Original Donut Blend (1005)	Colombian La Verde (1048)	San Lorenzo (1037)	Eclipse (1078)
Donut House Blend	French Roast (1014)	Napolitano (1064)	Honduras (1079)
	House Blend (1063)		Italian Roast (1021)
	Italian Blend (1010)		Rainforest Espresso (1013)
<b>Speciality Lattes</b>	Mocha Java (1034)		Nicaraguan FTO (1036)
	Nantucket Blend (1016)		Parisian Nights (1025)
New Chai Latte	Pacific Island Blend (1068)		Sumatra (1020)
New Dulce de Leche (Caramel)			

Decaffeinated Coffee/tea	Flavoured Coffee	Tea	Variety Packs
Columbia Decaf (1007)	Apple Caramel Pie (1080)	Chai Tea (1032)	Variety Pack (22 k-cups) (1000)
French Roast Dark Decaf(1041)	Butterscotch (1082)	Earl Grey (1018)	Variety Pack (24 k-cups) (1092)
French vanilla Decaf (1073)	Cinnamon Pastry (1029)	English Breakfast (1003)	
Half Caf (1074)			
<b>Coffee Accessories (no discount for pick-up)</b>			<b>Coffee Makers</b>
Sugar (1042) \$20.00 -1000 packs			B130 (1056) - \$79.95
Equal (1044) \$9.00 - 100 packs			B145 (1055) - \$119.95
Creamers (1060) \$8.45 - 160 units			B155 (1057) - \$299.00
Milkers (1059) \$7.45 - 160 units			
Coffee Mate (1043) \$4.90 - 311g			
Stir Sticks (1045) \$10.00 - 1000 box			
Coffee Cups (1050) \$6.45 - 10/12oz 50 cups			
Coffee Lids (1051) \$4.99 - 10/12oz 50 cups			

**To place an order, please contact us:**  
Telephone: 519-555-1919  
Email: admin@coffeeclubco.ca





Task Title: Prepare an Invoice - Answer Key



*Coffee Club Co. Ltd.*

1001 Main Street  
Cambridge ON N1R 1W5

Phone Number: 519-555-1919  
Email: admin@coffeeclubco.ca  
Website: [www.coffeeclubco.ca](http://www.coffeeclubco.ca)

Bill To: Love Your Car Sales Office  
Address: 229 Hespeler Road  
Cambridge ON N1R 3H8

Invoice #: 000102/14  
Invoice Date: WHATEVER TODAY'S DATE IS

Task 1

Task 2

Item #	Description	Qty	Unit Price	Price
1024	Breakfast Blend	4	16.80	67.20
1007	Columbia Decaf	1	16.80	16.80
1035	Columbia Excellence	2	16.80	33.60
1082	Butterscotch	1	16.80	16.80
1070	French Roast Dark	2	16.80	33.60
1092	Variety Pack (24 k-cups)	1	16.80	16.80
1042	Sugar	1	20.00	20.00
1060	Creamers	2	8.45	16.90
1045	Stir Sticks	1	10.00	10.00
1050	Coffee cups	1	6.45	6.45

	Invoice Subtotal	238.15	Task 3
Tax Rate: 13%	Sales Tax	30.96	Task 4
	<b>TOTAL</b>	<b>269.11</b>	Task 5

Make all cheques payable to Coffee Club Co. Ltd.

\*\*each line is totalled separately, if a learner makes a mistake in a line total, take that into account for the invoice subtotal\*\*



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
C1.2	<ul style="list-style-type: none"> <li>calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers</li> </ul>			
	<ul style="list-style-type: none"> <li>calculates percentages</li> </ul>			
	<ul style="list-style-type: none"> <li>chooses and performs required operation(s); may make inferences to identify required operation(s)</li> </ul>			
	<ul style="list-style-type: none"> <li>selects appropriate steps to reach solutions</li> </ul>			
	<ul style="list-style-type: none"> <li>represents costs and rates using monetary symbols, decimals and percentages</li> </ul>			
	<ul style="list-style-type: none"> <li>uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)</li> </ul>			
A2.2	<ul style="list-style-type: none"> <li>performs limited searches using one or two search criteria</li> </ul>			
	<ul style="list-style-type: none"> <li>extracts information from tables and forms</li> </ul>			
	<ul style="list-style-type: none"> <li>uses layout to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>makes connections between parts of documents</li> </ul>			
B3.2	<ul style="list-style-type: none"> <li>uses layout to determine where to make entries</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to make some inferences to decide what information is needed, where and how to enter the information</li> </ul>			
	<ul style="list-style-type: none"> <li>makes entries using a limited range of vocabulary</li> </ul>			



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**This task:** was successfully completed\_\_\_ needs to be tried again\_\_\_

**Learner Comments**

\_\_\_\_\_  
**Instructor (print)**

\_\_\_\_\_  
**Learner Signature**





## Skill Building Activities

### Links to online resources:

<http://www.gcflernfree.org/everydaylife/workskills/time-sheet>

<http://www.gcflernfree.org/additionsubtraction>

<http://www.gcflernfree.org/multiplicationdivision>

<http://www.gcflernfree.org/decimals>

<https://www.youtube.com/watch?v=vrCeXACElg0> – Video on completing a sales invoice.

[http://www.contractorcalculator.co.uk/how\\_to\\_prepare\\_an\\_invoice.aspx](http://www.contractorcalculator.co.uk/how_to_prepare_an_invoice.aspx) - Examples of invoices and templates.

<http://www.wikihow.com/Prepare-a-Customer-Invoice> - How to prepare a Customer Invoice, 9 steps.

[http://www.tap.ie/sites/default/files/uploads/How\\_to\\_prepare\\_an\\_invoice\\_pdf.pdf](http://www.tap.ie/sites/default/files/uploads/How_to_prepare_an_invoice_pdf.pdf)

### LearningHUB online courses available:

- **Essential Skills, Independent Study (assigned by practitioner following assessment)**
  - Plato – Document Use Level 1 Asg. 1 & 2
- **Math, Independent Study (assigned by practitioner following assessment)**
  - 101 – Addition, Subtraction
  - 201 – Multiplication, division
  - 304 – Percents and Mixed Operations
- **Live Classes (SABA)** – Filling in Forms, Multiplication, Math Stories, Decimals A & B, Percentages A & B

**\*To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): [https://www.learninghub.ca/get\\_registered.aspx](https://www.learninghub.ca/get_registered.aspx)

**\*To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF->

[files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf](http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf)