



**Task Title: Automotive Invoice for Service**

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:** Create and complete an invoice for work in an automotive shop.

**Main Competency/Task Group/Level Indicator:**

- Communicate Ideas and Information/Complete and create documents/B3.3a and B3.3b
- Understand and Use Numbers/Manage money/ C1.2
- Use Digital Technology/D.3

**Materials Required:**

- Pen/pencil and paper
- Computer with word processing or spreadsheet processing program
- Calculator or digital device with calculator function

## Learner Information

In service industries, many people are self-employed and responsible for creating the documents used in their businesses. Automotive Service Technicians need to be able to create invoices, purchase orders and a variety of forms relevant to the automotive sector.

## Work Sheet

**Task 1: Create a company invoice using an invoice template in Microsoft Word, Excel, Google Docs or Google Sheets. Format the invoice to be printable on one page. The invoice template will include the following headings:**

- **Company Information: Address: ABC Automotive, 123 Main Street. Muskoka, ON K0K 0K0. Phone: 705-555-4444**
- **Invoice number**
- **Dates: Car serviced and completed**
- **Type of vehicle**
- **VIN#**
- **Customer name, address and phone number**
- **Part description and number**
- **Quantity**
- **Price/unit**
- **Labour description**
- **Estimate**
- **Total labour**
- **Total parts**
- **Subtotal**
- **Tax**
- **Total due**
- **Odometer reading**

Answer: No written response required here.

Task completed: Yes:

**Task 2: Using the invoice you just created, complete it with the following service requested by the customer. Use the formulas in Excel for the calculations, calculate manually in Word, or use a calculator.**

- **Invoice # 95847**
- **Serviced date (May 5 2024), service completed date (May 6 2024)**
- **Customer: John Hamilton, 705-555-5555**

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- **Vehicle: 2006 Murano, 3.5 L, V6**
- **Odometer: 152,685 km**
- **Service Tech: Your name**
- **1 Oil Filter, \$5.95, Part # 8954**
- **5 Synthetic Motor Oil, \$10.95 each, Part # 8950**
- **Emission Test, \$35, Test Result Pass, Code # 2323**
- **13% HST**
- **Total Labour Cost - \$80**

Answer: No written response required here.

Task completed: Yes:



### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.3a	uses layout to determine where to make entries			
	makes inferences to decide what, where and how to enter information			
B3.3b	follows conventions to display information in more complex documents (e.g. use of abbreviations, symbols)			
	sorts entries into categories and subcategories			
	displays many categories of information			
	organizes information in a variety of ways			
	identifies parts of documents using titles, row and column headings, sub-headings and labels			
C1.2	calculates using numbers expressed as whole numbers, fractions, decimals,			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	percentages and integers			
	chooses and performs required operation(s); may make inferences to identify required operation(s)			
	selects appropriate steps to reach solutions			
	represents costs and rates using monetary symbols, decimals and percentages			
	interprets, represents and converts amounts using whole numbers, decimals, percentages, ratios and simple, common fractions (e.g. $\frac{1}{2}$ , $\frac{1}{4}$ )			
	uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			
D.3	experiments and problem-solves to achieve the desired results			
	manages unfamiliar elements (e.g.			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	vocabulary, context, topic) to complete tasks			
	makes inferences to interpret icons and text			
	selects appropriate software when required by the task			
	identifies sources, evaluates and integrates information			

This task: Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

\_\_\_\_\_

Learner (print):

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