

### **Task Title: Automotive Repair 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:** Use an automotive service invoice to calculate costs for repair work.

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

- Find and Use Information/Interpret documents/A2.2
- Understand and Use Numbers/Manage money/C1.2

### **Materials Required:**

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function (optional)

### Learner Information

Automotive service technicians calculate the cost of repair jobs. The total cost of a repair job may include taxes, labour rates, and parts. Look at the "ABC Auto Repair" invoice.

ABC Au	to Repair					Address	nation John Doe 987 Main Street Anytown, ON				
		id a deer and I			•	Phone	123-456-7890 12/16/2022		Date Out	12/19/2022	
Fix what ca Christmas F		ricate some m	ounts, and g	et it done in ti	me for the	Make & Model	2019 Ford F150		Mileage	225,000 km	
						Lube/Oil Change No	TransFluid OK	Tires 35/35/35/35	Other check wiper blades		Hourly Rate
Quantity	Part Number	Description	Note	Customer Price	Price Extended	Service/Labour				Hours Worked	\$65.00 Price
1	90995	headlight		\$20.34	\$20.34		n L F frame for ne	w bumper		3.5	
3	BR-549	front bumper		\$719.15	\$2,157.45	L F Brake Cyl reb				0.4	
2	AWB-20445	wiper blades		\$9.85	\$19.70	, Straighten Fram				8.2	
				\$0.00	\$0.00	Ŭ					\$0.00
				\$0.00	\$0.00						\$0.00
				\$0.00	\$0.00						\$0.00
				\$0.00	\$0.00						\$0.00
				\$0.00	\$0.00						\$0.00
				\$0.00	\$0.00						\$0.00
				\$0.00	\$0.00						\$0.00
				\$0.00	\$0.00						\$0.00
				\$0.00	\$0.00						\$0.00
Recommenda	ations				\$2,197.49						\$0.00
WW res leaks	s around hose. M	/lay be able to fi	x with JB Weld	ł			Descr	iption		Waste Disposal	\$17.00
						Waste/Disposed o	Scrap Metal			Labour Total	¢2 107 40
Sub out Bornin	s Description	Vendor	Note	Vendor Inv #	Date	Customer Price	Price Extended			Parts Total Fuel	\$2,197.49 \$0.00
Body work or		S.V.	Note	FZ-10554	12/17/2022	\$157.50	\$157.50			Sub out Repairs	\$262.50
More fabricat		B.W.		FZ-10554	12/17/2022	\$105.00	\$105.00			SubTotal	Ş202.30
		0.00.			12/ 10/ 2022	\$0.00	\$0.00			Tax (HST) 13%	
						\$0.00	\$0.00			Grand Total	
						\$0.00	\$0.00			Deposit Paid	\$0.00
						Sub out Total	\$262.50			Balance Due	same as Grand Tota

### Work Sheet

#### Task 1: On the invoice, highlight, underline or circle the notes/instructions for this job. If doing this task online, write the notes/instructions below.

Answer: No written response required here.

Task 2: Calculate the cost for the repair shop to "weld brackets on L
Answer:
OR
Task completed: Yes:

F for new bumper". Enter the answer into the invoice.

Answer: No written response required here.

Task completed: Yes:	:
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#### Task 3: Calculate the cost for the repair shop to "L F brake Cyl rebuild". Enter the answer into the invoice.

Answer: No written response required here.

### Task 4: Calculate the cost for the repair shop to "Straighten Frame". Enter the answer into the invoice.

Answer: No written response required here.

Task completed: Yes:

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#### Task 5: Calculate the Labour total. Enter the answer into the invoice.

Answer: No written response required here.

Task completed: Yes:	
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Task 6: Calculate the subtotal for waste disposal, labour total, parts total, fuel, and sub out for repairs. Enter the answer into the invoice.

Answer: No written response required here.

Task completed: Yes:	
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## Task 7: Calculate the amount of tax (HST) that will be added to the subtotal. Enter the answer into the invoice.

Answer: No written response required here.

Task comple	eted: Yes:
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# Task 8: Calculate the final total the customer will pay for this repair work. Enter the answer into the invoice.

Answer: No written response required here.

Task completed: Yes:

### Answers

*Note: Individual answers/images are provided for each task. Additionally, an image of the entire invoice correctly completed is also provided at the end.* 

# Task 1: On the invoice, highlight, underline or circle the notes/instructions for this job. If doing this task online, write the notes/instructions below.

Learner will circle the instruction box in the top-left corner of the invoice or write: "Customer swerved to avoid a deer and hit a telephone pole. Left front damage. Fix what can be fixed, fabricate some mounts, and get it done in time for the Christmas Party."

Α	BC Auto Repair
No	tes/Instructions
Fix	stomer swerved to avoid a deer and hit a telephone pole. Left front damage. what can be fixed, fabricate some mounts, and get it done in time for the ristmas Party.

Task 2: Calculate the cost for the repair shop to "weld brackets on L F for new bumper". Enter the answer into the invoice.

\$65/hour x 3.5 hours = **\$227.50** 

Lube/Oil Change	TransFluid	Tires	Other		
No	OK	35/35/35/35	check wiper blades		Hourly Rate
					\$65.00
Service/Labour				Hours Worked	Price
Weld brackets on	L F frame for n	ew bumper		3.5	\$227.50
L F Brake Cyl rebu	ild			0.4	

Task 3: Calculate the cost for the repair shop to "L F brake Cyl rebuild". Enter the answer into the invoice.

\$65/hour x 0.4 hours = **\$26.00** 

Lube/Oil Change	TransFluid	Tires	Other		
No	OK	35/35/35/35	check wiper blades		Hourly Rate
					\$65.00
Service/Labour				Hours Worked	Price
Weld brackets on	L F frame for n	ew bumper		3.5	
L F Brake Cyl rebu	ild			0.4	\$26.00

Task 4: Calculate the cost for the repair shop to "Straighten Frame". Enter the answer into the invoice.

\$65/hour x 8.2 = **\$533.00** 

Lube/Oil Change	TransFluid	Tires	Other		
No	ОК	35/35/35/35	check wiper blades		Hourly Rate
					\$65.00
Service/Labour				Hours Worked	Price
Weld brackets on	L F frame for n	ew bumper		3.5	
L F Brake Cyl rebui	ild			0.4	
Straighten Frame				8.2	\$533.00
					\$0.00

### Task 5: Calculate the Labour total. Enter the answer into the invoice.

Add the total hours and multiply by the hourly rate: (3.5 + 0.4 + 8.2) x \$65 = **\$786.50** *OR* Add the answers to Tasks 2, 3 and 4 (\$227.50 + \$26.00 + \$533.00) = **\$786.50** 

Waste Disposal	\$17.00
Labour Total	\$786.50
Parts Total	\$2,197.49

Task 6: Calculate the subtotal for waste disposal, labour total, parts total, fuel, and sub out for repairs. Enter the answer into the invoice.

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Waste Disposal	\$17.00
Labour Total	\$786.50
Parts Total	\$2,197.49
Fuel	\$0.00
Sub out Repairs	\$262.50
SubTotal	\$3,263.49

### Task 7: Calculate the amount of tax (HST) that will be added to the subtotal. Enter the answer into the invoice.

Multiply the subtotal (calculated in Task 6) by 13% (.13): \$3,263.49 x 0.13 = \$424.2537 Round down to \$424.25 **\$424.25** 

SubTotal	\$3,263.49
Tax (HST) 13%	\$424.25

### Task 8: Calculate the final total the customer will pay for this repair work. Enter the answer into the invoice.

Add the subtotal and the tax total together: \$3,263.49 + \$424.25 = **\$3,687.74** 

SubTotal	\$3,263.49
Tax (HST) 13%	\$424.25
Grand Total	\$3,687.74

### **Correctly Completed Invoice**

ABC Aut	to Repair					Customer Inform					
Notes/Instruc	ctions					Name Address City Phone	John Doe 987 Main Street Anytown, ON 123-456-7890				
	what can be			phone pole. Left its, and get it do		Date In	12/16/2022 2019 Ford F150 TransFluid	Tires	Date Out Mileage Other	12/19/2022 225,000 km	
						No	ОК	35/35/35/35	check wiper blades		Hourly Rate
0	Part Number	Description	Note	Customer Price		Service/Labour				Hours Worked	\$65.00 Price
Quantity 1	90995	headlight	Note	\$20.34	\$20.34		n L F frame for n	w humpor		Hours worked 3.5	
3	BR-549	front bumper		\$719.15	\$2,157.45	L F Brake Cyl reb		ew bumper		0.4	
2	AWB-20445	wiper blades		\$9.85	\$19.70	Straighten Fram				8.2	
				\$0.00	\$0.00						\$0.00
				\$0.00	\$0.00						\$0.00
				\$0.00	\$0.00						\$0.00
				\$0.00	\$0.00						\$0.00
				\$0.00	\$0.00						\$0.00
				\$0.00	\$0.00						\$0.00
				\$0.00	\$0.00						\$0.00
				\$0.00	\$0.00						\$0.00
Recommenda	tions			\$0.00	\$0.00 <b>\$2,197.49</b>						\$0.00 <b>\$786.50</b>
					\$2,197.49		Desc	ription		Waste Disposal	\$17.00
WW res leaks	around hose. N	vlay be able to fi	x with JB Weld	9		Waste/Disposed o				Labour Total	\$786.50
										Parts Total	\$2,197.49
Sub out Repairs	s Description	Vendor	Note	Vendor Inv #	Date	Customer Price	Price Extended			Fuel	\$0.00
Body work on	fender	S.V.		FZ-10554	12/17/2022	\$157.50	\$157.50			Sub out Repairs	\$262.50
More fabricat	ing	B.W.			12/18/2022	\$105.00	\$105.00			SubTotal	\$3,263.49
						\$0.00	\$0.00			Tax (HST) 13%	\$424.25
						\$0.00	\$0.00			Grand Total	\$3,687.74
						\$0.00	\$0.00			Deposit Paid	\$0.00
						Sub out Total	\$262.50			Balance Due	same as Grand Total

### 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			
C1.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers			
	Calculates percentages			
	Interprets and applies rates (e.g. \$/kg, \$/1)			
	Chooses and performs required operation(s); may make inferences to identify required operation(s)			
	Selects appropriate steps to reach solutions			

### Task Title: AutomotiveServiceRepairInvoice\_EA\_A2.2\_C1.2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
C1.2	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)			

Learner Comments:

Instructor (print):

Learner (print):