



Task Title: Count the Number of Boxes in a Shipment

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: Count the number of boxes in a shipment to verify that the correct number was received.

Main Competency/Task Group/Level Indicator:

- Understand and Use Numbers/Manage data/C4.1


Materials Required:

- Pen/pencil and paper and/or digital device

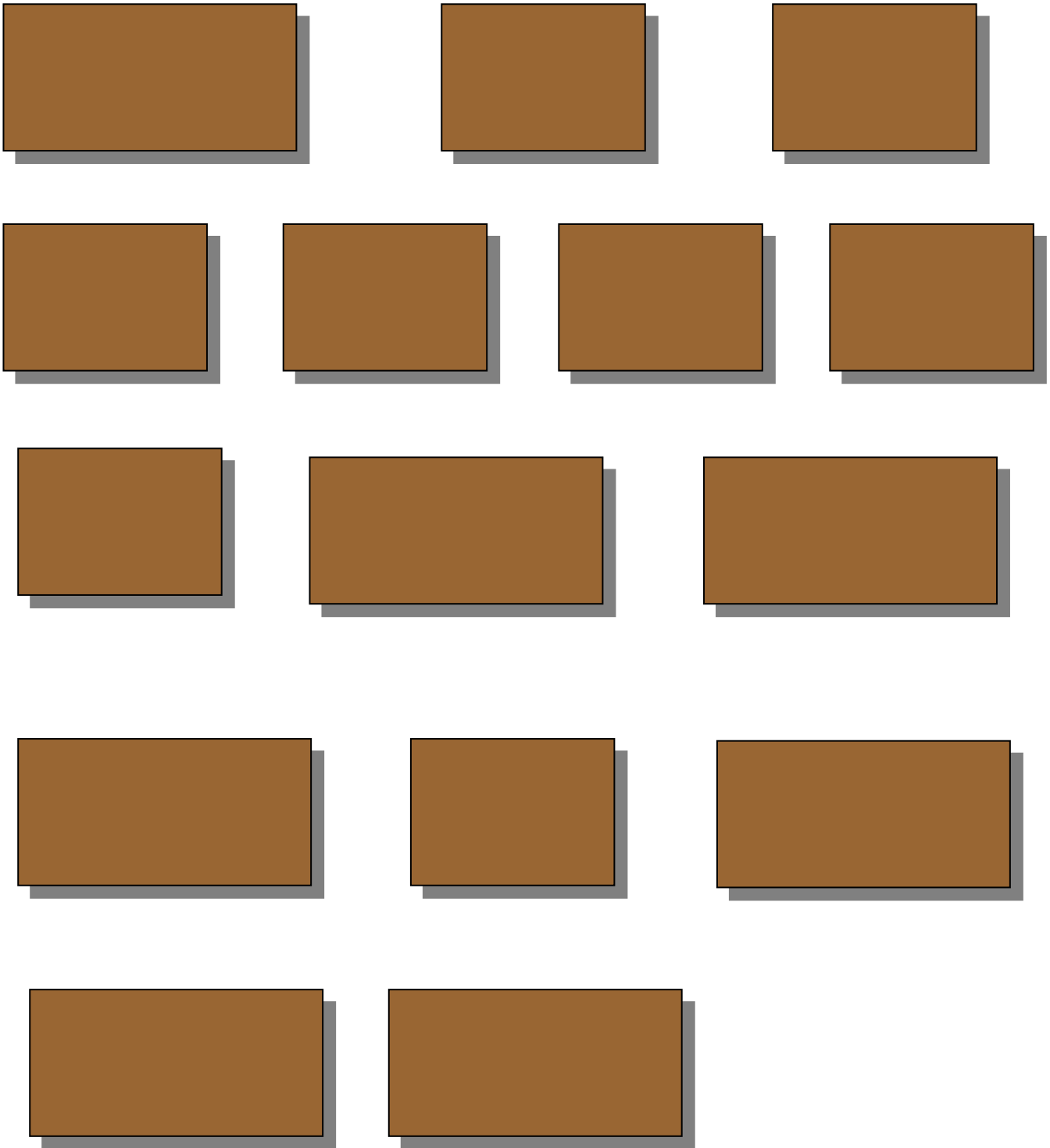
Learner Information

Office workers are responsible for ordering and receiving office supplies. When the supplies are delivered, they verify that the order received is correct. The worker counts the items and compares it to the order form.

Scan the "Holst Office Pro" invoice and the "Delivered Boxes Photo".

 Good People, Who Know P.O. BOX 218, WALKERTON, ONT. N0G 2V0 TO: WELLMADE INDUSTRIES ATTN: MARCIA		INVOICE A 0345 Date Billed 10/10/14 9:30AM 013A#2912 0007 THANKS/CHEV	
		ENVELOPES (LEGAL/Large) \$42.00 ENVELOPES (LETTER/Small) \$40.00 ST \$82.00 HST \$10.66 CHARGE \$92.66	
DATE ORDERED	YOUR ORDER #		
Oct 1 /14	575		
DATE	DESCRIPTION	QUANTITY	PRICE
	LEGAL SIZE (LARGE)	7	\$6.00
	LETTER SIZE (SMALL)	8	\$5.00
		Ⓜ	
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"THANKS FOR SHOPPING HOLST"		Ⓜ	
• Our GST # is R1102384658 • Mathematical calculations of the above goods are shown on the right hand side of this invoice. • Back ordered items will be shipped as soon as available. • TERMS: Net 30 days. 2% per month service charge added to overdue accounts. • Goods remain the property of Holst Office Supplies Ltd, until paid in full. Walkerton Ph 881-0031 holstwalkerton@wightman.ca Hanover Ph. 364-5074 holsthanover@wightman.ca		Thank You!	
PLEASE PAY THE LAST AMOUNT SHOWN IN THIS COLUMN			

Delivered Boxes Photo



Work Sheet

Task 1: Circle on the invoice the number of small boxes of letter-sized paper that were ordered.

Answer:

Task Completed: Yes: No:

Task 2: Highlight or underline on the invoice the number of large boxes of legal-sized paper that were ordered.

Answer:

Task Completed: Yes: No:

Task 3: How many boxes were ordered in total?

Answer:

Task 4: How many small boxes were received?

Answer:

Task 5: How many large boxes were received?

Answer:

Task 6: Sign your name anywhere on the invoice if the correct amount of each size of box was received.

Answer:

Task Completed: Yes: No:

Answers

Task 1: Circle on the invoice the number of small boxes of letter-sized paper that were ordered.

Answer: The learner will have circled the number "8".

Task 2: Highlight or underline on the invoice the number of large boxes of legal-sized paper that were ordered.

Answer: The learner will have highlighted or underlined the number "7".

Task 3: How many boxes were ordered in total?

Answer: 15 boxes in total

Task 4: How many small boxes were received?

Answer: 8 small boxes were received.

Task 5: How many large boxes were received?

Answer: 7 large boxes were received.

Task 6: Sign your name anywhere on the invoice if the correct amount of each size of box was received.

Answer: The learner should have signed the invoice.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
C4.1	adds, subtracts, multiplies and divides whole numbers and decimals			
	recognizes values in number and word format			
	identifies and compares quantities of items			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
