

**OALCF Task Cover Sheet**

**Task Title:** Total a Service Order/Invoice

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___      No ___	
<b>Goal Path:</b> Employment ✓    Apprenticeship ✓    Secondary School ___    Post Secondary ___    Independence ___	
<p><b>Task Description:</b>            The learner will total a service order/invoice for electrical materials.</p> <p>From LLSC Apprenticeship Curriculum - find it at <a href="http://www.llsc.on.ca/about-us/resources">http://www.llsc.on.ca/about-us/resources</a></p>	
<p><b>Competency:</b></p> <p>A: Find and Use Information            B: Communicate Ideas and Information            C: Understand and Use Numbers</p>	<p><b>Task Group(s):</b></p> <p>A2: Interpret documents            B3: Complete and create documents            C1: Manage money</p>
<p><b>Level Indicators:</b></p> <p>A2.2: Interpret simple documents to locate and connect information            B3.2a: Use layout to determine where to make entries in simple documents            C1.1: Compare costs and make simple calculations            C1.2: Make low-level inferences to calculate costs and expenses that may include rates such as taxes and discounts</p>	
<b>Performance Descriptors:</b> See chart on last page.	
<p><b>Materials Required:</b></p> <ul style="list-style-type: none"> <li>• Pencil and paper</li> <li>• Calculator</li> <li>• Attached Service Order/Invoice</li> </ul>	

**Task Title: Total a Service Order/Invoice**

Individuals working in trades like electricians have to write invoices for customers.

Look at the “Service Order/ Invoice” for Gerry’s Electric Inc.

**Learner Information and Tasks**

**Task 1:** Circle, highlight or underline the location of the job.

**Task 2:** Calculate the total for each item in the **material** list, and then calculate the **Total Material** cost.

**Task 3:** Fill in the **Total Other** amount under **Other Charges**.

**Task 4:** Calculate the **Labour** costs, and then calculate the **Total Labour** costs.

**Task 5:** Calculate the **Total** amount of the invoice including 13% HST for the service order/invoice.

<b>Gerry's Electric Inc.</b>	
<b>Service Order/Invoice</b>	<b>8770</b>
To: John James	
Order Date: January 31	
Job Name: Panel and Boiler	Location: 555 Sicamore Ave.

Quantity	Material	Price/ Unit	Amount	Description of Work			
1	8 circuit pane	69.64		Replace receptacles Replace fuse panel Install wiring to new boiler			
1	30 amp breaker	24.70					
1	Tandem amp	18.60					
3	Receptacles	1.00					
1	1" close nipple	2.00		<b>Other Charges</b>			<b>Price</b>
2	1" lock nuts	.40		Truck Charge			20.00
2	14 x 2 Bx wire	1.87		<b>Total Other</b>			
1	Utility box	2.65		<b>Labour</b>	<b>Hours</b>	<b>Rate/ hr</b>	<b>Amount</b>
1	SIP switch	1.37		Service call	.5	120	
1	Steel switch plates	1.26		Panel and boiler	3	120	
					<b>Total Labour</b>		
					<b>Total Other</b>		
<b>Total Material</b>				→	<b>Total Material</b>		
<h1>Thank You</h1>				<b>Subtotal</b>			
				<b>HST</b>			
				<b>Total</b>			
				<b>Total</b>			

**Answer Sheet**      **\*\*Please note that the taxes could be 1¢ different and look at the answer for each section separately (e.g. wrong total for materials, but they total invoice is correct if you use the incorrect number)**

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<b>Service Order/Invoice</b>	<b>8770</b>
To: John James	
Order Date: January 31	
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1	8 circuit pane	69.64	<b>69.64</b>	Replace receptacles Replace fuse panel Install wiring to new boiler			
1	30 amp breaker	24.70	<b>24.70</b>				
1	Tandem amp	18.60	<b>18.60</b>				
3	Receptacles	1.00	<b>3.00</b>				
1	1" close nipple	2.00	<b>2.00</b>	<b>Other Charges</b>			<b>Price</b>
2	1" lock nuts	.40	<b>.80</b>	Truck Charge			20.00
2	14 x 2 Bx wire	1.87	<b>3.74</b>	<b>Total Other</b>			<b>20.00</b>
1	Utility box	2.65	<b>2.65</b>	<b>Labour</b>	<b>Hours</b>	<b>Rate/ hr</b>	<b>Amount</b>
1	SIP switch	1.37	<b>1.37</b>	Service call	.5	120	<b>60.00</b>
1	Steel switch plates	1.26	<b>1.26</b>	Panel and boiler	3	120	<b>360.00</b>
				<b>Total Labour</b>			<b>420.00</b>
				<b>Total Other</b>			<b>20.00</b>
<b>Total Material</b>			<b>127.76</b>	<b>Total Material</b>			<b>127.76</b>
<b>Thank You</b>				<b>Subtotal</b>			<b>567.76</b>
				<b>HST (13%)</b>			<b>73.81</b>
				<b>Total</b>			<b>641.57</b>

**Task Title:** Total a Service Order/Invoice

Performance Descriptors		Needs work	Completes task with support from practitioner	Completes task independently
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>			
	<ul style="list-style-type: none"> <li>makes low-level inferences</li> </ul>			
B3.2a	<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>			
C1.1	<ul style="list-style-type: none"> <li>adds, subtracts, multiplies and divides whole numbers and decimals</li> </ul>			
	<ul style="list-style-type: none"> <li>recognizes values in number and word format</li> </ul>			
	<ul style="list-style-type: none"> <li>identifies and performs required operation</li> </ul>			
	<ul style="list-style-type: none"> <li>follows apparent steps to reach solutions</li> </ul>			
	<ul style="list-style-type: none"> <li>interprets and represents costs using monetary symbols and decimals</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>			
C1.2	<ul style="list-style-type: none"> <li>interprets and applies rates (e.g., \$/kg, \$/1)</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>			
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**This task:** was successfully completed\_\_\_\_ needs to be tried again\_\_\_\_

<b>Learner Comments</b>

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**Instructor (print)**

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**Learner Signature**