

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.

A screenshot of a computer

Description automatically generated

# 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 completed: Yes:

OR

Answer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Answer: No written response required here.

Task completed: Yes:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 completed: Yes:

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**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 completed: 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:

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# 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.”

A screen shot of a message

Description automatically generated

**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**

A screenshot of a computer

Description automatically generated

**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**

A screenshot of a computer

Description automatically generated

**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**

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Description automatically generated

**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**

**A close up of a sign

Description automatically generated**

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

Cal

**A close-up of a receipt

Description automatically generated**

**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**

A close up of a number

Description automatically generated

**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**

A comparison of a price tag

Description automatically generated

**Correctly Completed Invoice**

A screenshot of a document

Description automatically generated

# 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 |  |  |  |
| 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. ½, ¼) |  |  |  |
|  | Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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