

Task Title: Prepare an Invoice

# OALCF Cover Sheet – Practitioner Copy

**Learner Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** Prepare an invoice calculating unit costs, subtotal, taxes, and total.

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

* Understand and Use Numbers/Manage money/C1.2

**Materials Required:**

* Pen/pencil and paper or digital device
* Calculator or digital device with calculator function

# Learner Information

Customer service and sales representatives complete invoices with cost totals including taxes.

Scan the Coffee Club Co. Ltd. price sheet and blank invoice.



**Coffee Club Co. Ltd.**

12345 Main Street

Cambridge ON N1R 1W5

Telephone: 519-555-5555

www.coffeeclubco.ca

**Prices for coffee and tea**

Delivery: $16.80 per box of 24

Pick-up: $14.99 per box of 24

|  |  |  |  |
| --- | --- | --- | --- |
| **Mild** | **Medium** | **Dark** | **Extra Bold** |
| Breakfast Blend (1024) | Bali Samara Blend (1067) | French Roast Dark (1070) | Big Easy (1009) |
| Morning Blend (1040) | Colombian Excellence (1035) | Mexico (1071) | Dark Magic (1077) |
| Original Donut Blend (1005) | Colombian La Verde (1048) | San Lorenzo (1037) | Eclipse (1078) |
| Donut House Blend (1006) | French Roast (1014) | Napolitano (1064) | Honduras (1079) |
|  | House Blend (1063) |  | Italian Roast (1021) |
|  | Italian Blend (1010) |  | Rainforest Espresso (1013) |
| **Speciality Lattes** | Mocha Java (1034) |  | Nicaraguan FTO (1036) |
| New Chai Latte (4001) | Nantucket Blend (1016) |  | Parisian Nights (1025) |
| New Dulce de Leche (Caramel) (4002) | Pacific Island Blend (1068) |  | Sumatra (1020) |
|  |  |  |  |
| **Decaffeinated Coffee and Tea** | **Flavoured Coffee** | **Tea** | **Variety Packs** |
| Columbia Decaf (1007) | Apple Caramel Pie (1080) | Chai Tea (1032) | Variety Pack (K-Cups) (1000) |
| French Roast Dark Decaf (1041) | Butterscotch (1082) | Earl Grey (1018) | Variety Pack (Pods) (1092) |
| French Vanilla Decaf (1073) | Cinnamon Pastry (1029) | English Breakfast (1003) |  |
| Half Caf (1074) |  |  |  |
|  |  |  |  |
| **Coffee Accessories (no discounts for**  **pick-up).** | |  | **Coffee Makers** |
| Sugar (1042) - $20.00 for 1000 packs  Equal (1044) - $9.00 for 100 packs  Creamers (1060) - $8.45 for 160 units  Milkers (1059) - $8.45 for 160 units  Coffee Mate (1043) - $4.90 for 311g  Stir Sticks (1045) - $10.00 for 1000 stir sticks  Coffee Cups (1050) - $6.45 for 50 cups  Coffee Lids (1051) - $4.99 for 50 lids | |  | B130 (1056) - $79.95  B145 (1055) - $119.95  B155 (1057) - $299.00 |
|  |
|  |
| **To place an order**, please contact us:  Telephone: 519-555-5555  Email: admin@coffeeclubco.ca |



**Coffee Club Co. Ltd.**

|  |  |  |  |  |  |  |  |  |
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|  | | | | | | | | |
| 12345 Main Street | |  |  | Phone Number: 519-555-5555 | | | | |
| Cambridge ON N1R 1W5 | | |  | Email: admin@coffeeclubco.ca | | | | |
|  |  |  |  | Website: www.coffeeclubco.ca | | | | |
|  |  |  |  |  |  | |  |  |
| Bill To: Love Your Car Sales Office | | |  | Invoice #: 000102/24 | | | | |
| Address: 54321 Hespeler Road | | | | Invoice Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Cambridge ON N1R 3H8 | | | |  | |  |  |  |
|  | | |  |  | |  |  |  |
|  |  |  |  |  | |  |  |  |
| Item # | Description | |  | Qty | | Unit Price | | Price |
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|  |  |  |  |  | |  | Invoice Subtotal | $ |
|  |  |  |  |  | |  | Sales Tax (13%) | $ |
|  |  |  |  |  | |  | **TOTAL** | $ |
|  |  |  |  |  | |  |  |  |
| Please make all cheques payable to Coffee Club Co. Ltd. | | | | | |  |  |  |

# Work Sheet

**Task 1: Enter today’s date on the invoice.**

Answer: No written response required here.

Task completed: Yes:

**Task 2: Complete the invoice by entering the following information and calculating the total for each line. This is a delivery order.**

Breakfast Blend 4 boxes

Columbia Decaf 1 boxes

Columbia Excellence 2 boxes

Butterscotch 1 box

French Roast Dark 2 boxes

Variety Pack (K-cups) 1 box

Sugar 1 box

Creamers 2 boxes

Stir Sticks 1 box

Coffee Cups 1 box

Answer: No written response required here.

Task completed: Yes:

**Task 3: Calculate the invoice subtotal and enter it on the invoice.**

Answer: No written response required here.

Task completed: Yes:

**Task 4: Calculate the sales tax and enter it on the invoice.**

Answer: No written response required here.

Task completed: Yes:

**Task 5: Calculate the final total for this order and enter it on the invoice.**

Answer: No written response required here.

Task completed: Yes:

# Answers



**Coffee Club Co. Ltd.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12345 Main Street | |  |  | Phone Number: 519-555-5555 | | | | |
| Cambridge ON N1R 1W5 | | |  | Email: admin@coffeeclubco.ca | | | | |
|  |  |  |  | Website: www.coffeeclubco.ca | | | | |
|  |  |  |  |  |  | |  |  |
| Bill To: Love Your Car Sales Office | | |  | Invoice #: 000102/24 | | | | |
| Address: 54321 Hespeler Road | | | | Invoice Date: Today’s Date | | | | |
| Cambridge ON N1R 3H8 | | | |  | |  |  |  |
|  | | |  |  | |  |  |  |
|  |  |  |  |  | |  |  |  |
| Item # | Description | |  | Qty | | Unit Price | | Price |
| 1024 | Breakfast Blend | | | 4 | | 16.80 | | 67.20 |
| 1007 | Columbia Decaf | | | 1 | | 16.80 | | 16.80 |
| 1035 | Columbia Excellence | | | 2 | | 16.80 | | 33.60 |
| 1082 | Butterscotch | | | 1 | | 16.80 | | 16.80 |
| 1070 | French Roast Dark | | | 2 | | 16.80 | | 33.60 |
| 1000 | Variety Pack (K-Cups) | | | 1 | | 16.80 | | 16.80 |
| 1042 | Sugar | | | 1 | | 20.00 | | 20.00 |
| 1060 | Creamers | | | 2 | | 8.45 | | 16.90 |
| 1045 | Stir Sticks | | | 1 | | 10.00 | | 10.00 |
| 1050 | Coffee Cups | | | 1 | | 6.45 | | 6.56 |
|  |  | | |  | |  | |  |
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|  |  | | |  | |  | |  |
|  |  |  |  |  | |  | Invoice Subtotal | $238.15 |
|  |  |  |  |  | |  | Sales Tax (13%) | $30.96 |
|  |  |  |  |  | |  | **TOTAL** | $269.11 |
|  |  |  |  |  | |  |  |  |
| Please make all cheques payable to Coffee Club Co. Ltd. | | | | | |  |  |  |

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| C1.2 | calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers |  |  |  |
|  | calculates percentages |  |  |  |
|  | 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 |  |  |  |
|  | 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):

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

Skill Building Activities

Links to Online Resources:

LearningHUB courses on digital skills: <https://www.learninghub.ca/apps/pages/index.jsp?uREC_ID=1118749&type=d&pREC_ID=1380779>

LearningHUB courses on math: <https://www.learninghub.ca/apps/pages/index.jsp?uREC_ID=1118749&type=d&pREC_ID=1380783>

LearningHUB Course Catalogue: <https://www.learninghub.ca/apps/pages/coursecatalogue>

WikiHow – How to Prepare an Invoice:

<https://www.wikihow.life/Prepare-a-Customer-Invoice>