

Task Title: Total a Service Order/Invoice

# OALCF Cover Sheet – Practitioner Copy

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

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

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

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

**Successful Completion:**  Yes No

**Task Description:** The learner will total a service order/invoice for electrical materials.

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

* Find and Use Information/Interpret documents/A2.2
* Communicate Ideas and Information/Complete and create documents/B3.2a
* Understand and Use Numbers/Manage money/C1.1 and C1.2

**Materials Required:**

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

# Learner Information

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

Scan the Service Order/Invoice for Gerry’s Electric Inc.

|  |  |
| --- | --- |
| **Gerry’s Electric Inc.**  **Service Order/Invoice 8770** | |
| 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 |  | **Other Charges** | | | **Price** |
| 2 | 1” lock nuts | .40 |  | Truck Charge | | | 20.00 |
| 2 | 14 x 2 Bx wire | 1.87 |  | **Total Other** | | |  |
| 1 | Utility box | 2.65 |  | **Labour** | **Hours** | **Rate/hr** | **Amount** |
| 1 | SIP switch | 1.37 |  | Service call | .5 | 120 |  |
| 1 | Steel  switch plates | 1.26 |  | Panel  and boiler | 3 | 120 |  |
|  |  |  |  |  | **Total Labour** | |  |
|  |  |  |  |  | **Total Other** | |  |
| **Total Material** | | |  |  | **Total Material** | |  |
| **Thank You** | | | | | **Subtotal** | |  |
| **HST** | |  |
|  | |  |
| **Total** | |  |

# Work Sheet

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

Answer:

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

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

Answer:

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

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

Answer:

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

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

Answer:

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

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

Answer:

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

# Answers

|  |  |
| --- | --- |
| **Gerry’s Electric Inc.**  **Service Order/Invoice 8770** | |
| 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 | **69.64** | Replace receptacles  Replace fuse panel  Install wiring to new boiler | | | |
| 1 | 30 amp breaker | 24.70 | **24.70** |
| 1 | Tandem amp | 18.60 | **18.60** |  | | | |
| 3 | Receptacles | 1.00 | **3.00** |
| 1 | 1” close nipple | 2.00 | **2.00** | **Other Charges** | | | **Price** |
| 2 | 1” lock nuts | .40 | **.80** | Truck Charge | | | 20.00 |
| 2 | 14 x 2 Bx wire | 1.87 | **3.74** | **Total Other** | | | **20.00** |
| 1 | Utility box | 2.65 | **2.65** | **Labour** | **Hours** | **Rate/hr** | **Amount** |
| 1 | SIP switch | 1.37 | **1.37** | Service call | .5 | 120 | **60.00** |
| 1 | Steel  switch plates | 1.26 | **1.26** | Panel  and boiler | 3 | 120 | **360.00** |
|  |  |  |  |  | **Total Labour** | | **420.00** |
|  |  |  |  |  | **Total Other** | | **20.00** |
| **Total Material** | | | **127.76** |  | **Total Material** | | **127.76** |
| **Thank You** | | | | | **Subtotal** | | **567.76** |
| **HST (13%)** | | **73.81** |
|  | |  |
| **Total** | | **641.57** |

# 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 |  |  |  |
| B3.2a | uses layout to determine where to make entries |  |  |  |
|  | begins to make some inferences to decide what information is needed, where and how to enter the information |  |  |  |
| C1.1 | adds, subtracts, multiplies and divides whole numers and decimals |  |  |  |
|  | recognizes values in number and word format |  |  |  |
|  | identifies and performs required operation |  |  |  |
|  | follows apparent steps to reach solutions |  |  |  |
|  | interprets and represents costs using monetary symbols and decimals |  |  |  |
|  | uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) |  |  |  |
| C1.2 | interprets and applies rates (e.g. $/kg, $/1) |  |  |  |
|  | 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 |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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