Task-Based Activities

QUILL Learning Network

Task Title: Total a Service Order/Invoice

OALCF Cover Sheet – Learner Copy

Learner Name:_____

Date Started:_____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

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
1	8 circuit pane	69.64	
1	30 amp breaker	24.70	
1	Tandem amp	18.60	
3	Receptacles	1.00	
1	1" close nipple	2.00	
2	1" lock nuts	.40	
2	14 x 2 Bx wire	1.87	
1	Utility box	2.65	
1	SIP switch	1.37	
1	Steel switch plates	1.26	
		Total Material	

Thank You

Description of Work

Replace receptacles
Replace fuse panel
Install wiring to new boiler

Other Charges	**Price**
Truck Charge	20.00
Total Other	

Labour	**Hours**	**Rate /hr**	**Amount**
Service call	.5	120	
Panel and boiler	3	120	
		Total Labour	
		Total Other	
→		**Total Material**	
		Subtotal	
		HST	
		Total	

Work Sheet

Task 1: Circle, highlight or underline on the invoice the location of the job. (If completing this task online, write the location below.)

Answer:

Task 2: Calculate the total for each item in the material list, and then calculate the Total Material cost. Write these totals on the invoice.

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. Write these totals on the invoice.

Answer:

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

Answer: