



Task Title: Total a Service Order/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: 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

Task Title: TotalServiceOrder_EA_A2.2_B3.2a_C1.1_C1.2

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 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:

Answers

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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 numbers and decimals			
	recognizes values in number and word format			

Task Title: TotalServiceOrder_EA_A2.2_B3.2a_C1.1_C1.2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	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			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	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):