



Task Title: Lumber 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 fill out an invoice for a lumber purchase, and calculate total costs including taxes, delivery fees and a deposit.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.2a
- 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

Learner Information

People working at lumber yards or building supply centres often create customer invoices by entering the product names and costs, and totalling the amount due.

Scan the “Big Bay Lumber Inventory – Hardwood” list and the “Big Bay Lumber Order Form”.

Big Bay Lumber Inventory – Hardwood

Item Number	Description	Price per Board Foot
106-5540	Ash	\$7.75
106-5541	Cherry	\$6.25
106-5542	Hard Maple	\$8.75
106-5543	Hickory	\$6.75
106-5544	Mahogany	\$10.95
106-5545	Red Oak	\$7.25
106-5546a	Soft Maple (white)	\$7.95
106-5546b	Soft Maple (wormy)	\$5.25
106-5547	Walnut	\$14.75
106-5548	White Oak	\$22.90

Big Bay Lumber Invoice

Big Bay Lumber Ltd. 437 Big Bay Road Springfalls, ON N2N 1J1		Order Number:	
		Date of Order:	
		Delivery Date:	
Client Name:			
Address:			
Phone:			
Item Number	Price per Unit (\$)	Quantity	Total
Subtotal			
Taxes (13%)			
Delivery Cost			
Total			
Deposit			
Due Upon Delivery			

Work Sheet

Task 1: Complete the first section of the invoice using the following information:

- **Client: Champagne Renovations (Mike S.)**
- **Address: 422 RR #2, Springfalls, ON N2N 1J9**
- **Phone: (905) 422-1212**
- **Order Number: 2026-4930**
- **Date of Order: July 2, 2026**
- **Delivery Date: Five days after order date**

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: Complete the invoice with the following items ordered:

- **8 feet cherry**
- **12 feet hard maple**
- **4 feet mahogany**
- **20 feet white soft maple**
- **20 feet wormy soft maple**
- **6 feet white oak**

Answer: No written response required here.

Task completed: Yes: ☐

Task 3: Calculate the subtotal and taxes. Add \$100 for delivery and a \$300 deposit. Calculate total due upon delivery. Complete the invoice.

Answer: No written response required here.

Task completed: Yes: ☐

Answers

Completed invoice is shown here.

Big Bay Lumber Ltd. 437 Big Bay Road Springfalls, ON N2N 1J1		Order Number: 2026-4930 Date of Order: July 2, 2026 Delivery Date: July 7, 2026	
Client Name: Champagne Renovations (Mike S.)			
Address: 422 RR #2, Springfalls, ON N2N 1J9			
Phone: (905) 422-1212			
Item Number	Price per Unit (\$)	Quantity	Total
106-5541	\$6.25	8	\$50.00
106-5542	\$8.75	12	\$105.00
106-5544	\$10.95	4	\$43.80
106-5546a	\$7.95	20	\$159.00
106-5546b	\$5.25	20	\$105.00
106-5548	\$22.90	6	\$137.40
Subtotal			\$600.20
Taxes (13%)			\$78.03
Delivery Cost			\$100
Total			\$778.23
Deposit			\$300
Due Upon Delivery			\$478.23

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
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			
	follows instructions on documents			
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			
	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)			

Task Title: LumberInvoice_E_B3.2a_C1.2

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):