OALCF Task Cover Sheet

Task Title: Automotive Repair Invoice

Learner Name:
Date Started: **Date Completed:**   **Successful Completion:**   Yes___   No___
Goal Path: Employment__ Apprenticeship ✓ Secondary School__ Post Secondary ___ Independence___
Task Description: Use an automotive service invoice to calculate costs for repair work.

Competency:	Task Group(s):
A: Find and Use Information C: Understand and Use Numbers	A2: Interpret documents C1: Manage money

Level Indicators:
A2.1:   Interpret very simple documents to locate specific details
A2.2:   Interpret simple documents to locate and connect information
C1.1:   Compare costs and make simple calculations
C1.2:   Make low-level inferences to calculate costs and expenses that may include rates such as taxes and discounts
Performance Descriptors: see chart on last page
Materials Required: • Pencil and paper   • Automotive service invoice - attached   • Calculator - optional

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Automotive service technicians calculate the cost of repair jobs. The total cost of a repair job may include taxes, labour rates, and parts. Look at the "Acey Ducey Auto Repair" invoice.

Learner Information and Tasks:

Task 1: On the invoice, highlight, underline or circle the notes/instructions for this job.

Task 2: On the invoice, list two other items that were checked outside the listed repairs.

Task 3: Calculate the cost for the repair shop to "weld brackets on L F for new bumper". Enter the answer into the invoice.

Task 4: Calculate the cost for the repair shop to "L F brake Cyl rebuild". Enter the answer into the invoice.

Task 5: Calculate the cost for the repair shop to "Straighten Frame". Enter answer into the invoice.

Task 6: Calculate the subtotal for waste disposal, labour total, parts total, fuel, and sub out for repairs. Enter answer into the invoice.

Task 7:   Calculate the amount of tax (HST) that will be added to the subtotal. Enter answer into the invoice.

Task 8:   Calculate the final total the customer will pay for this repair work. Enter answer into the invoice.

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Acey-Ducey Auto Repair

Name	Toivo Lorenta
Address	108 Landia Way
City	Tipiling, ON
Phone	906-555-6605

Notes / Instructions

| Date In | 12-16-2011 | Date Out | 12-24-2011 |
| Make & Model | 99 Ford Ranger | Milage | 325 000 km |

Customer hit deer and telephone pole Left Front damage. Fix what can be fixed, fabricate some mounts, and get it done in time for the Christmas Party.

Lube/Oil Change	Trans Fluid	Tires	Other	
No	OK	35/35/35/35	Check Wiper Blades	**Hourly Rate**
Service / Labor			**Hour Worked**	$65.00

Quantity	Part Number	Description	Note	Customer Price	@Price Extended
1	90995	Headlight		$20.34	$20.34
3	BR-549	Front Bumper		$719.15	$2,157.45
2	AWB-20445	Wiper Blades		$9.85	$19.70
				$0.00	$0.00
				$0.00	$0.00
				$0.00	$0.00
				$0.00	$0.00
				$0.00	$0.00
				$0.00	$0.00
				$0.00	$0.00
				$0.00	$0.00
				$0.00	$0.00

Service / Labor	Hour Worked	
Weld brackets on L F frame for new bumper	3.5	
L F Brake Cyl rebuild	0.4	
Straighten Frame	8.2	
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00

| **Recommendations** | | | | **$2,197.49** |

	Description	Waste Disposal	$17.00
Waste/Disposed of	Scrap Metal	Labour Total	
		Parts Total	$2,197.49

WW res leaks around hose. May be able to fix with JB Weld.

Sub out Repairs	Description	Vendor	Note	Vendor Inv #	Date	Customer Price	@Price Extended
Body work on fender		Chad		FZ-10554	12/19/2011	$157.50	$157.50
More fabricating		Stevo			12/20/2011	$105.00	$105.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00

	Fuel	$0.00
	Sub out Repairs	$262.50
	SubTotal	
	Tax (HST) 13%	
	Grand Total	
	Deposit Paid	
Sub out Total	**$262.50**	Balance due	

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Answer Key

Task 1:	**Customer hit deer and telephone pole Left Front damage. Fix what can be fixed, fabricate some mounts, and get it done in time for the Christmas Party.**

Top-left corner of invoice.

Task 2: Other items checked could include:
- **lube/oil change**
- **trans fluid**
- **tires**
- **milage** (mileage)

Centre-right of invoice, approximately 1/3 down from the top of the document.

Task 3: \$65/hour x 3.5 hours = **\$227.50**

Task 4: \$65/hour x 0.4 hours = **\$26.00**

Task 5: \$65/hour x 8.2 = **\$533.00**

Task 6: Calculate the labour total by adding the total hours and multiplying by hourly rate:
(3.5 + 0.4 + 8.2) x \$65
\$786.50
Add the labour total to waste disposal, parts total, fuel, and sub out for repairs:
\$786.50 + \$17 + \$2197.49 + \$0 + 262.50

\$3263.49

Task 7: Calculate the invoice subtotal and multiply by 13%:
\$3263.49 x 0.13 = \$424.2537
Round down to \$424.25
\$424.25

Task 8: Add the subtotal with the tax total:
\$3263.49 + \$424.25
\$3687.74

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	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	• scans to locate specific details			
	• locates specific details in simple documents, such as labels and signs			
	• identifies how lists are organized (e.g. sequential, chronological, alphabetical)			
	• requires support to identify sources and to evaluate and integrate information			
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			
C1.1	• adds, subtracts, multiplies and divides whole numbers and decimals			
	• understands numerical order			
	• identifies and performs required operation			
	• follows apparent steps to reach solutions			
	• interprets and represents costs using monetary symbols and decimals			

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	• uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			
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			
	• interprets, represents and converts amounts using whole numbers, decimals, percentages, ratios and simple, common fractions (e.g. ½, ¼)			
	• 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 Signature**