



Task Title: Prepare an 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: Prepare an invoice calculating unit costs, subtotal, taxes, and total.

Main Competency/Task Group/Level Indicator:

- Understand and Use Numbers/Manage money/C1.2

Materials Required:

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

Task Title: PrepareAnInvoice_EA_C1.2

Learner Information

Customer service and sales representatives complete invoices with cost totals including taxes.

Scan the Coffee Club Co. Ltd. price sheet and blank invoice.

Coffee Club Co. Ltd.

12345 Main Street
 Cambridge ON N1R 1W5
 Telephone: 519-555-5555
 www.coffeeclubco.ca



Prices for coffee and tea

Delivery: \$16.80 per box of 24

Pick-up: \$14.99 per box of 24

Mild	Medium	Dark	Extra Bold
Breakfast Blend (1024)	Bali Samara Blend (1067)	French Roast Dark (1070)	Big Easy (1009)
Morning Blend (1040)	Colombian Excellence (1035)	Mexico (1071)	Dark Magic (1077)
Original Donut Blend (1005)	Colombian La Verde (1048)	San Lorenzo (1037)	Eclipse (1078)
Donut House Blend (1006)	French Roast (1014)	Napolitano (1064)	Honduras (1079)
	House Blend (1063)		Italian Roast (1021)
	Italian Blend (1010)		Rainforest Espresso (1013)
Speciality Lattes	Mocha Java (1034)		Nicaraguan FTO (1036)
New Chai Latte (4001)	Nantucket Blend (1016)		Parisian Nights (1025)
New Dulce de Leche (Caramel) (4002)	Pacific Island Blend (1068)		Sumatra (1020)
Decaffeinated Coffee and Tea	Flavoured Coffee	Tea	Variety Packs
Columbia Decaf (1007)	Apple Caramel Pie (1080)	Chai Tea (1032)	Variety Pack (K-Cups) (1000)
French Roast Dark Decaf (1041)	Butterscotch (1082)	Earl Grey (1018)	Variety Pack (Pods) (1092)
French Vanilla Decaf (1073)	Cinnamon Pastry (1029)	English Breakfast (1003)	
Half Caf (1074)			
Coffee Accessories (no discounts for pick-up).			Coffee Makers
Sugar (1042) - \$20.00 for 1000 packs Equal (1044) - \$9.00 for 100 packs Creamers (1060) - \$8.45 for 160 units Milkers (1059) - \$8.45 for 160 units Coffee Mate (1043) - \$4.90 for 311g Stir Sticks (1045) - \$10.00 for 1000 stir sticks Coffee Cups (1050) - \$6.45 for 50 cups Coffee Lids (1051) - \$4.99 for 50 lids			B130 (1056) - \$79.95 B145 (1055) - \$119.95 B155 (1057) - \$299.00
To place an order, please contact us: Telephone: 519-555-5555 Email: admin@coffeeclubco.ca			

Coffee Club Co. Ltd.



12345 Main Street
Cambridge ON N1R 1W5

Phone Number: 519-555-5555
Email: admin@coffeclubco.ca
Website: www.coffeclubco.ca

Bill To: Love Your Car Sales Office
Address: 54321 Hespeler Road
Cambridge ON N1R 3H8

Invoice #: 000102/24
Invoice Date: _____

Item #	Description	Qty	Unit Price	Price
Invoice Subtotal				\$
Sales Tax (13%)				\$
TOTAL				\$

Please make all cheques payable to Coffee Club Co. Ltd.

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Work Sheet

Task 1: Enter today's date on the invoice.

Answer:

Task 2: Complete the invoice by entering the following information and calculating the total for each line. This is a delivery order.

Breakfast Blend	4 boxes
Columbia Decaf	1 boxes
Columbia Excellence	2 boxes
Butterscotch	1 box
French Roast Dark	2 boxes
Variety Pack (K-cups)	1 box
Sugar	1 box
Creamers	2 boxes
Stir Sticks	1 box
Coffee Cups	1 box

Answer:

Task 3: Calculate the invoice subtotal and enter it on the invoice.

Answer:

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Task 4: Calculate the sales tax and enter it on the invoice.

Answer:

Task 5: Calculate the final total for this order and enter it on the invoice.

Answer:

Answers

Coffee Club Co. Ltd.



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Website: www.coffeeclubco.ca

Bill To: Love Your Car Sales Office
Address: 54321 Hespeler Road
Cambridge ON N1R 3H8

Invoice #: 000102/24
Invoice Date: **Today's Date**

Item #	Description	Qty	Unit Price	Price
1024	Breakfast Blend	4	16.80	67.20
1007	Columbia Decaf	1	16.80	16.80
1035	Columbia Excellence	2	16.80	33.60
1082	Butterscotch	1	16.80	16.80
1070	French Roast Dark	2	16.80	33.60
1000	Variety Pack (K-Cups)	1	16.80	16.80
1042	Sugar	1	20.00	20.00
1060	Creamers	2	8.45	16.90
1045	Stir Sticks	1	10.00	10.00
1050	Coffee Cups	1	6.45	6.56
			Invoice Subtotal	\$238.15
			Sales Tax (13%)	\$30.96
			TOTAL	\$269.11

Please make all cheques payable to Coffee Club Co. Ltd.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
C1.2	calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers			
	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			
	uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			

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This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):

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Skill Building Activities

Links to Online Resources:

LearningHUB courses on digital skills:

https://www.learninghub.ca/apps/pages/index.jsp?uREC_ID=1118749&type=d&pREC_ID=1380779

LearningHUB courses on math:

https://www.learninghub.ca/apps/pages/index.jsp?uREC_ID=1118749&type=d&pREC_ID=1380783

LearningHUB Course Catalogue:

<https://www.learninghub.ca/apps/pages/coursecatalogue>

WikiHow – How to Prepare an Invoice:

<https://www.wikihow.life/Prepare-a-Customer-Invoice>