

**HANDOUTS:** Invoice 3 (3 pages)  
Skill Builders: Entry Forms, Tables

**IN THE WORKPLACE:** Accurately entering and verifying information in complex forms such as invoices and work orders is a common task across trades. Errors in costs, hours worked, and materials to be delivered can result in significant losses to the company in time and hours worked.

Read the **RyCan Contractors Invoice** to complete the tasks and locate answers to the questions. Write the answers in the space provided or **highlight** the information on the invoice.

1. What is the invoice number?

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2. When was the invoice issued?

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3. What is the last date payment should be made?

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4. What 3 ways can payment be made?

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5. If paying by cheque, what name should the cheque be issued to?

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6. What is the full name of the person who placed the order?

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7. What is the product number?

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8. What is the % of tax being charged?

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9. If the apprentice's time is billed out at \$25 an hour, how much of the total labour charge is for the journey person's time?

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10. The company offers a discount to educational institutions on invoices over \$8,000 before tax. Is the university eligible for the discount? How do you know?

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# RyCan Contractors

123 Market Street  
 Kamloops, BC V1S 1A4  
 Phone: 898-123-1234

# INVOICE

INVOICE # 9-23  
 DATE: OCT/23/2018

**TO:**  
 Chris Adam  
 Thompson College  
 805 TC Drive  
 Kamloops, BC, V2C 028  
 Phone: 250-555-5555

**SHIP TO:**  
 Same as ordered.

**COMMENTS OR SPECIAL INSTRUCTIONS:**

Removal of existing toilets and replacement with low-flo high-efficiency models.

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	TERMS
J.B. Bowen	Same as invoice #	C. Adam	NA	30 days from invoice date

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
7	Afwell millennial commercial toilets #3127X3 (white)	763.00	5,341.00
7	Replacement batteries	27.00	189.00
7	Recycling/disposal fees	60.00	420.00
8	Labour: Journeyperson + apprentice (8 hours)	165.00	1,320.00
<b>SUBTOTAL</b>			<b>7270.00</b>
SALES TAX			945.10
SHIPPING & HANDLING			NA
<b>TOTAL DUE</b>			<b>8,215.10</b>

Payment may be made by credit card, billed to account, or by cheque.  
 Make all cheques payable to RCP Contractors.  
 If you have any questions concerning this invoice, please contact us.

**THANK YOU for your business!**