

HANDOUT: Invoice 1 (2 pages)

Skill Builders: Entry Forms, Tables & Lists

IN THE WORKPLACE: Accurately calculating information in complex forms such as invoices and work orders is a common task across trades. Errors in billings including hours worked and materials costs can result in significant losses to the company in time and hours worked

Use the **Crown Tools & Contracting Invoice** to complete the following tasks.

1. Enter the information below to complete the invoice for the following items and services.
 - a. Deluxe tool set (121 pieces) @ \$79 x 5 units
 - b. Featherweight Industrial ladder @ \$156
 - c. Heavy duty 6080N fire extinguisher @ \$99.99 x 3 units
 - d. Workshop wet-dry vac @ \$139
 - e. Site visit: labour 3.5 hours @ \$127

2. Calculate the subtotal, taxes, and final total and enter the information on the invoice. Use 5% GST for labour and 11% for items and materials.

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3. Crown Tools & Contracting offers a 15% discount on items and materials (not labour) for returning customers. The calculation is made before taxes are added. Recalculate the invoice to apply the discount. What is the new total?
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**CROWN TOOLS &
CONTRACTING**

We treat you like royalty!

INVOICE

TO:

Alicia Wu
LANDER CORP.
1234 Main Street
Anytown, AB, T1T 1T1
(403) 888-8888

Salesperson	Invoice #	Payment Terms	Due Date
R. Johnson	0019-23	Due on receipt	Oct 27, 2019

Qty	Description	Unit Price	Line Total
	Taxes:		
	Labour @ 5% =		
	Items and materials @ 11% =		
		Subtotal	
		Sales Tax	
		Total	

Thank you for your business!

Crowns Tools & Contracting, Warehouse CC. 23rd Street E, Anytown, AB