

HANDOUT: Invoice 2 (2 pages)

Skill Builders: Conversion, 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 **ABC Pro Supplies Invoice** to complete the following tasks.

1. Enter the information below to complete the invoice for the following items and services. Convert any items shown in imperial to metric measurements before entering.
 - a. Apprentice tool set (11 pieces: Klein) @ \$314 x 5 units
 - b. 11 inch insulated rubber gloves @ \$66.50 x 3 units
 - c. Heavy duty 6080N fire extinguisher @ \$99.99 x 3 units
 - d. Pull-it 4-pack @ \$38.95
 - e. 5 lbs. carton of cast iron rods, $\frac{1}{4}$ in diameter and 24 in length @ \$37 x 2 units
 - f. 32 inch mechanical pick-up tool @ \$39.54

 2. Calculate the subtotal, taxes (at 11%) and final total and enter the information on the invoice.

 3. ABC Pro Supplies offers a 7% discount on items and materials 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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ABC Pro Supplies

INVOICE

Qty	Description	Unit Price	Line Total
		Subtotal	
		Sales Tax	
		Total	

Ref: Bow Valley College. (2020). ABC Pro Supplies Invoice Sheet. [Form]. Calgary, Canada: Author.