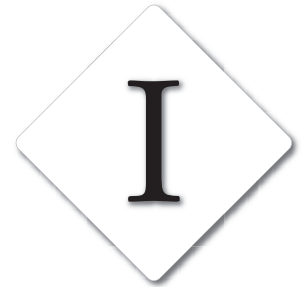


Printing Assignment II

How Much Will It Cost?

- Completing invoice
- Calculating percentage



Assignment Summary

In this assignment, the learner will

- enter specific information on invoice
- calculate taxes using percentage
- calculate total charge.

Prior Knowledge

- **Essential Skills**
- **LBS Levels**
- Basic form filling
- Basic familiarity with bills
- Calculations using decimals and percents

Teaching Planning Notes

- Collect other invoices (home heating bills, etc.)
- Use *M & T Printing Group* “Invoice”
- Sample is given for comparison (instructor use only)

With learner

- Preview variety of invoice forms to understand standard format (description of product/service, cost, taxes)

Achievement Indicators

- Completes invoice using specific information and calculations
- Identifies learning on self-achievement chart

FOCUS ON LEARNING

ESSENTIAL SKILLS

	Complexity Levels				
	1	2	3	4	5
Reading Text		■			
Document Use		■	■		
Writing			■		
Numeracy			■	■	
Thinking Skills					

LITERACY AND BASIC SKILLS

	LBS Levels				
	1	2	3	4	5
Communication					
Read with Understanding			■	■	
Write Clearly			■		
Numeracy					
Number Sense and Computation			■	■	
Self-Management and Self-Direction					
Concentration and Memory					
Problem Solving					
Self-Assessment					
Self-Confidence					
Thinking Skills					
Time Management and Organization					

Ontario Curriculum Linkages

Locally Developed Compulsory Credit Course, Mathematics, Grade 10 (MAT2L)

Extending Money Sense – Overall Expectations

EMSV.01 – solve problems drawn from everyday situations involving money, demonstrating skills, and understanding in the use of decimal numbers

EMSV.02 – communicate information about money sense

Understanding and Using Decimal Numbers in Solving Problems – Specific Expectations

EMS1.01 – read and interpret money values given in words, write money values as decimals, and round money values appropriately, in solving problems found in everyday contexts

EMS1.04 – demonstrate the effective use of a calculator in operations with decimals

EMS1.06 – solve problems involving sales tax, discounts, restaurant tips, and commission earnings (e.g., A skateboard costs \$49.99 before taxes. You have \$60.00. Do you have enough to buy the skateboard? Justify your answer.)

How Much Will It Cost?

You are preparing a bill for some printing that has been ordered by Greg's Grills Inc. Their mailing address is

14 Bergamot Street
Guelph, Ontario
N3G 1E8

The customer purchase order number is 487-2006-512

Use today's date.

They have ordered 10,000 pages of letterhead on standard 8.5" x 11" paper, and the same quantity of business envelopes.

- They want the letterhead and envelopes printed with "1 color front in blue ink". [include this information on the invoice.]
- The letterhead will cost \$387.16 and the envelopes \$552.61 not including the taxes.
- Press set up and press wash up are included in this price. [Include this information on the invoice.]

Calculate the subtotal, the GST (6%), the PST (8%), the total, and the amount due. [If either the GST or the PST is a different percentage, you may use the current rates. Write the % before the "GST" and "PST".

Ship it via Canada Post, Express. It is wanted for the date 3 days from now. There will be a standard shipping charge of \$45.00.

Use your own name for the sales rep. You also took the order.





M&T insta-print (K-W) Ltd.
907 Frederick St., Kitchener, Ontario N2B 2B9
Phone: (519) 571-0101 • Fax: (519) 571-0129
www.mtprint.com

Invoice

No. **1076311**

Date :

Customer P.O. No.

QUANTITY	DESCRIPTION	AMOUNT
Sales Rep: . Taken by: Please remit payment to: M&T insta-print Ltd. 907 Frederick St., Kitchener, ON N2B2B9 Visit our website at: www.mtprint.com GST#103795357RT0001		SUBTOTAL 0.00 GST 0.00 PST 0.00 TOTAL 0.00 AMOUNT DUE 0.00

