

## **Learners can accurately give, store, and submit invoices**

### **Learners can visit job site to accurately scope with a standardized process**

- TLO: Learners can go to the job site and survey the job requirements to determine cost within 10% of project budget (Procedure)
  - Measure square/linear foot of the area of job site (Process)
  - Determine materials based on project (Procedure)
  - Review plans/instruction drawings (Procedure)
  - Survey area to ensure there is not any obstructions (Procedure)
  - Speak with client to ensure both ideas are parallel (Procedure)

### **Learners can develop pricing for materials and labor for project**

- TLO: Learners can use list of materials (LOM) to accurately price invoice materials and determine accurate real cost of labor (RCL) and estimated project length (Procedure)
  - Locate correct materials on the LOM (Process)
  - Accurately estimate labor hours based on a desired “hourly wage” (Process)

### **Learn how to create and format invoice**

- TLO: Learners can develop an invoice incorporating the provided list of guidelines for quality and consistency (Principle/Procedure)
  - Classify the quality of invoices (Concept)
  - Create their own individual style guide and template (Procedure)
  - Create an invoice that follows a standard that is easy to read and understand across all company/individual invoices (Procedure)
  - Identify readability best practices (bold fonts, resize, etc.) for enhancing invoice (Concept)
  - Locate correct template within Excel (Procedure)
  - Use correct naming convention (Principle)

### **Learners can organize client information and form resources for future reference**

- TLO: Learners can form repositories from completed projects for reference while adhering to organizational guidelines (Procedure)
  - Build company invoice repository (Procedure)
    - Create and sort folder of similar projects (Procedure)
    - Create a hierarchical folder for project organization (Procedure)
  - Establish company specific data storage practices (Procedure/Principle)
  - Remember to save project by Projectdescription\_clientname\_date (Concept)
  - Remember to categorize similarly scoped projects in corresponding folders for future reference (Concept)