

Chapter 2 Project- Creating an Invoice

Brian's Premium Siding specializes in cedar siding. Brian is working up a bid on a client's house. Brian computes the area of all walls to be sided and makes his calculations regardless of windows and doors. That is, he just uses the overall wall dimensions. This is the amount he will use as the square feet to be sided. However, he then adds 10% for waste. This gives him the amount of siding he will actually order.

Brian coats the cedar siding with a special sealer. 1 oz of sealer covers 1 sq-ft. Brian seals the siding after it is installed so he computes his sealer needs based on the original area without the 10% add-in.

Polk Lumber sells A* Premium Cedar Siding in which they guarantee the quality of each piece (damaged planks may be exchanged). A* Premium retails for \$1,115/mbf (*thousand board feet*). The sealer retails for \$19.95/gal or \$89 for five gallons.

Polk provides a 9% contractor's discount on the retail price. An additional 3% cash discount is applied (to the amount due) if the bill is paid in cash. Brian expects to take advantage of both discounts.

Brian pays his employees \$4.15/sq-ft for the labor to install the siding and have it sealed.

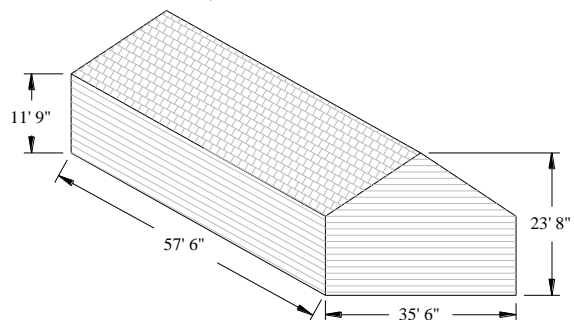
Once Brian figures his retail cost, (materials + labor) he adds a 12% markup to cover his overhead and profit. This is what he will include in his customer bid sheet.

Brian must compute how much material to order, what to charge his clients and the average price per square foot for the job. He then presents the clients with his bid for the work.

Building Dimensions:

35' 6" x 57' 6" with 11' 9" walls.

Gable ends are 23' 8" at the peak.



Assignment

Determine Brian's Siding bid (Chapter Two Project) and present that bid as an invoice. A separate sheet(s) should be attached showing all your calculations in a neat and organized fashion in such a way that your supervisor could verify your work.

Your work will be graded on presentation, presentation, presentation, presentation completeness, accuracy, organization and punctuality. It will be graded using the rubric on the back. The rubric should be attached to your work when submitted.

Guidelines

Your invoice must be typed or neatly hand-written and fit entirely on one side of one page.

You may use a copy of the blank invoice provided or make your own.

Your calculations page(s) must be neat, organized and easy to follow.

Your calculations page(s) must include all pertinent information reproduced in your own words/type.

Do NOT attach the Project Page from the text, rewrite the pertinent information.

Use headings and subheadings to identify each section of the calculation.

Identify each value with text. e.g Building Length _____ Building Width _____

A person not familiar with the Project should be able to follow all calculations. Use text for clarification.

Your calculations page(s) must contain at least one appropriately labeled diagram that helps clarify your work.

Include a separate bid sheet for presentation to the client containing:

- ◆ Area (sq-ft) to be Sided
- ◆ Amount of Sealer (quantity and size) to be Used
- ◆ Total Cost
- ◆ Final Cost per Square Foot

Presentation is important for the client's bid sheet. Ask yourself, "*Would I hire this person based on this bid sheet?*"

SAMPLE INVOICE

SAMPLE CALCULATIONS PAGE

Brian's Premium Siding

Brian Siderman
1234 Falcott Dr.
Bend, OR 97701

541-123-4567 (Home)
541-123-0000 (Cell)
541-123-9999 (FAX)
CBL # 1234567QH



No house should ever be on a hill or on anything. It should be of the hill. Belonging to it. Hill and house should live together each the happier for the other. *Frank Lloyd Wright 1867-1959*

Estimate For Joe Homeowner

Address 1234NW Kicking Horse Ln

Date 3/7/08

Area to be Sided _____

Sealer _____

Total Bid _____

Cost/Sq-ft _____



To accept this offer sign and return within 10 days

Client _____ Date _____

Brians Premium Siding

We do our best and putty the rest

1234 Construction Lane
Bend, OR 97701
541-123-4567
CBL# 1234567

CALCULATIONS

| DIMENSIONS | Length | Height | Area |
|----------------|-----------|-------------------------|--------------------------|
| 2 Sides | | | |
| 2 Ends | | | |
| 2 Gables | | | |
| SIDING | | | TOTAL AREA |
| | | | Initial Area |
| | | | Waste Allocation |
| | | | Siding To Order |
| SEALER | | | Total Sealer |
| Sealer (1 gal) | unit cost | | |
| Sealer (5 gal) | | | |
| BILLING | | | Net Material Cost |
| | | Materials (retail) | |
| | 9% | Trade Discount | |
| | | Sub Total | |
| | 3% | Cash Discount | |
| | | Total Materials | |
| | | Total Labor | |
| | | Material + Labor | |
| | 12% | Markup | |
| | | Bid Price | |

1 gal = 128 oz

Check List

- Invoice has a professional appearance?
- Invoice contains required amounts?
- Calculations are neat and organized?
- Calculations page contains headings?
- Calculations seem realistic?
- All pertinent information on calculations page?
- Clear/labeled diagram(s) enhance work?
- Checked spelling?
- Too much (not enough) calculator detail?
- Mom can understand work?

INVOICE- OVERALL FORMAT / PRESENTATION - Layout/Organization/Presentation

| | | | |
|--------------------------|---|--------------------------|--------------------------|
| 6 pts | <i>Typed with clearly readable font or neatly handwritten. Uses clarifying headings. Layout and information organization/presentation flows for easy readability.</i> | | |
| 0 pts | <i>Readability is significantly hindered by font type, handwriting, layout and/or information presentation.</i> | | |
| <input type="checkbox"/> | Appropriate use of Headings | <input type="checkbox"/> | Spelling / Grammar |
| <input type="checkbox"/> | Appropriate use of White Space | <input type="checkbox"/> | Appropriate for Audience |
| <input type="checkbox"/> | Easy on the Eyes / Overall Readability | <input type="checkbox"/> | Fits Nicely on One Page |

CALCULATIONS- OVERALL FORMAT / PRESENTATION -

Layout/Organization/Presentation

| | | | |
|--------------------------|---|--------------------------|--------------------------------------|
| 7 pts | <i>Typed with clearly readable font or neatly handwritten. Uses clarifying headings. Layout and information organization/presentation flows for easy readability.</i> | | |
| 0 pts | <i>Readability is significantly hindered by font type, handwriting, layout and/or information presentation.</i> | | |
| <input type="checkbox"/> | Clear Well Placed Diagram(s) | <input type="checkbox"/> | Appropriate Layout of Multiple Steps |
| <input type="checkbox"/> | Appropriate use of Headings | <input type="checkbox"/> | Spelling / Grammar |
| <input type="checkbox"/> | Appropriate use of White Space | <input type="checkbox"/> | Appropriate for Audience |
| <input type="checkbox"/> | Easy on the Eyes / Overall Readability | <input type="checkbox"/> | Result(s) Easily Identified |

SOLUTION- ACCURACY / CORRECTNESS

| | | | |
|--------------------------|---|--------------------------|---|
| 7 pts | <i>Processes/Strategies/Calculations used are easy to follow, accurate, complete and lead to a correct solution. Charts/diagrams enhance the paper.</i> | | |
| 0 pts | <i>Processes/Strategies/Calculations used are not in General Terms or are so unclear or contain substantial errors suggesting significant misunderstanding. The reader is now bald and screaming.</i> | | |
| <input type="checkbox"/> | Procedure is Valid | <input type="checkbox"/> | Appropriate Calculation Detail |
| <input type="checkbox"/> | Procedure is Easy to Follow | <input type="checkbox"/> | Diagram(s) Enhance Explanation |
| <input type="checkbox"/> | Clearly Marked Specific Steps | <input type="checkbox"/> | Result(s) Correct and Easily Identified |