

RUBRIC FOR BIDS AND INVOICES

Student  
score

<b>Legible</b>	All work is legible, and extremely neat	All work is legible, and is somewhat neat	Work is mostly legible	Work has some illegible portions	Work is mostly not legible	
	15	10	5	3	0	
<b>Spelling</b>	All words are spelled correctly	All but one or two words are spelled correctly		All but three words are spelled correctly	Four or more words are spelled incorrectly	
	15	10		5	0	
<b>Capitals</b>	Capitals are used wherever needed	One word is not capitalized appropriately		All but two words are capitalized correctly	Three or more words are not capitalized correctly	
	15	10		5	0	
<b>Complete</b>	All line items are completed with appropriate information	All but one line item is completed appropriately	All but two line items are completed appropriately	All but three or four line items are completed appropriately	Five or more line items are not completed appropriately	
	20	15	10	5	0	
<b>Descriptive</b>	Form thoroughly describes product/process sold to customer & positively markets seller	Form describes product/process sold & somewhat markets seller	Form somewhat describes product/process sold but does not market seller	Form minimally describes product/process sold	Product/process sold is poorly described	
	35	30	20	10	0	

**TOTAL  
STUDENT  
SCORE**

**Student Name**

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