

# STAPLES®

## Purchasing a School Tools Kit

1. Go to [stapleschooltools.ca](http://stapleschooltools.ca)
2. Click the **Place your order here** option from the main menu, then select **Single Student Payment** from the drop down menu.  
Choose **Multiple Student Payment** if you wish to purchase multiples of the **SAME** kit option.
3. Enter the Reference Number exactly as shown in the letter provided from the school, then select either **View Order** or **Confirm selection**. Use the drop down menu to select your kit option if you **DO NOT** have a reference number.
4. Review or print your order, then press **Proceed to payment** to enter your payment information.
5. Enter your student and billing information, and then press **Submit Payment** to confirm and complete the process. A payment confirmation will be emailed to the address provided.

**Don't want to pay Online?** Take your School Tools letter to the local Staples for assistance. We accept all major credit card and Visa debit online. Orders placed at your local Staples may be paid by all major credit cards, debit or cash.

Please share your positive experience with your friends!



Tag us in your post [@staplescanada](https://twitter.com/staplescanada) or [#staples4schools](https://twitter.com/staples4schools)

**Questions?** [customer\\_service@staples.ca](mailto:customer_service@staples.ca)  
Tel.: 1-866- STAPLES (782-7537)



### Recommended Browsers



### Step 2

Download Catalogue | Place your order here | Log In Using Email

Single Student Payment  
Multiple student payments

### Step 3

Reference Number :

View Order | Confirm selection

### Step 4

White - Kit Option 1 Item Description(s)	Qty
Light Grey - Kit Option 2 Item Description(s)	Qty
Dark Grey - Kit Option 3 Item Description(s)	Qty

Total Amount including taxes \$ Total

Print | Back | Proceed to payment

### Step 5

Back | Submit Payment

### Order Confirmation

Item no	Item description	Qty
3020793	School Fundraising \$1.00 x2 = \$2.00	2
80077	Hilroy Studio Pro Drawing Book, 9" x 12", 50 Sheets	1
848819	Staples® Better Binder, 1", Black	1
5669054	Webster's English-French Dictionary	1
984682	Staples supply bag	1
426054	Fiskars® 7" Student Softgrip® Scissors	2
739285	Staples® Plastic Pencil Case, Small	1

Total amount including taxes: \$34.79

Store: STAPLES #137 VICTORIA/LANGFORD  
Transaction Date: 04/12/2018 Tender Type: VISA Card Number: \*\*\*\*0000  
Transaction Response: APPROVED Authorization: 981645 GST Number: 126152596RT

Return policy: If for any reason you require a refund for your School Tools purchase, please present a copy of your payment confirmation to your local Staples store. Refunds may not be issued on incomplete kits. Individual items from kits may not be refunded separately. All items in the kit must be in sellable condition in original packaging. Customers are responsible for the removal and back-up of all data (including personal information) from returned products. To have a defective item replaced, please present your payment confirmation at any Staples Store.

Print | Start New Payment | Finish

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