



PURCHASING A SCHOOL TOOLS KIT

- Go to <https://staplesschooltools.ca>
- Click on Login and choose **Using Reference Number** option:



- 1** Enter the Reference Number provided in the letter from the school, then **Continue**:

- 2** Review the order, and press **Continue** to enter payment information:



- 3** Enter the student and billing information, and then press **Submit Payment** to confirm.



- 4** You may print or save your order confirmation. A copy will also be emailed to you at the email address you provided. Click **Finish** to complete the process:



Don't want to pay online?

Visit your local Staples store and bring the letter from the school along with the order reference number.

QUESTIONS?



customer_service@staples.ca