



The Staples School Tools Program

Staples makes Back to School efficient, affordable and easier for parents!

To help make Back to School as easy as possible for parents, Staples offers School Tools—complete school supply kits for students containing supplies that have been selected, endorsed and approved by your child's school principal as primary choices for the year ahead.

The School Tools Program allows you to view and order the upcoming year's required supplies list for your child, as specified by their teacher, and is the most efficient way to ensure that your child has all of the core supplies they need on their first day back.

Why choose Staples School Tools?

- It's the quickest and easiest way to purchase your child's teacher-selected items for class
- Guaranteed quality in all products chosen
- Competitive pricing means great value for your money
- **School-year product guarantee** – Enjoy hassle-free product replacement at any store
- Packaged in a Reusable Staples supplies bag

Place your order by **July 21st 2019** at staplesschooltools.ca by clicking on the 'Place your order here' button. Choose the option to purchase 1 or multiples of the same kit, and proceed to find your reference number using the drop down menu, or entering the reference number provided on the next page.

Visit the local Staples store if you prefer or need assistance to complete your order. All orders paid prior to the above date, will include a Staples School Tools coupon book valued at **\$104.99**. Coupon offers redeemable at all Staples stores. See store for offer details.

We trust that you will find this a convenient way to purchase the core supplies that your student's teacher requires your student to bring to the classroom.



If you have any questions, please visit our website, staplesschooltools.ca, or contact your local Staples store to speak with the dedicated Staples School Tools representative assigned to your school.

Your Dedicated Representative is:

Neil Hodgson

Email Address:

neil.hodgson@staples.ca

School Name:

Immaculate Conception

The reference number you will require to place your order is:

Grade 1	A6E63A8C-F0351
Grade 2	E65337DE-F0355
Grade 3	0DC9E0A2-F0358
Grade 4	350193D4-F0360
Grade 5	7D6EA10B-F0361
Grade 6	97432351-F0362
Grade 7	70BA0E45-F0356

Please enter the number at staplesschooltools.ca and select the Kit for you.

All orders must be paid and registered by: **July 21st 2019**

Arrangement to allow you to pick up your kit: At the school for the first day of school in September

If you choose to pay at your local Staples store, please bring this letter before the indicated deadline, and we will process cash, cheque or debit card payments for the kit of your choice.

Our satisfaction guarantee protects you in the event that you have unexpected changes in which school your child will be attending. We will issue a full refund on any complete kits that have not yet been picked up by you or delivered to the school.

Defective items may be exchanged upon presentation of your payment confirmation.

STAPLES®

Purchasing a School Tools Kit

1. Go to staplesschooltools.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
Tel.: 1-866- STAPLES (782-7537)



Recommended Browsers



Step 2

Step 3

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: 126152506RT

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

School Tools