

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

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
020793	School Fundraising \$1.00 x2 = \$2.00	2
06077	Hilroy Studio Pro Drawing Book, 9" x 12", 60 Sheets	1
048019	Staples® Better Binder, 1", Black	1
069054	Webster's English-French Dictionary	1
004882	Staples supply bag	1
026054	Pelican® 9" Student Softgrip® Scissors	2
039285	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: 961645 GST Number: 126152586RT

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 Track