

Purchasing a School Tools Kit

- 1. Go to https://staplesschooltools.ca
- 2. Click the Log in Using Reference Number option from the main menu, then select Single Student Payment from the drop down menu:
- **3.** Enter the Reference Number exactly as shown in the letter provided from the school, then **Continue**:



Continue

4. Review the order, and press Continue to enter payment information:



5. Enter the student and billing information, and then press Submit Payment to confirm.



6. 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 take the letter from the school along with the order reference number.

Questions? customer_service@staples.ca Please share your positive experience with your friends!



School Tools

Tag us in your post @staplescanada or #staples4schools