



Hello,  
Grade Four Parents

## 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 and/or parent council.

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 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

For inquiries, please e-mail us at [staples.schools@gmail.com](mailto:staples.schools@gmail.com)

To order, please see instructions at the back of this letter.

Please Review and order the upcoming year's required supplies list online at [staplesschooltools.ca](http://staplesschooltools.ca) (best viewed in Google Chrome, Mozilla Firefox, Safari and IE - 9.0 compatibility mode) by clicking the "Log In Using Reference Number" from the main menu and then selecting "Single Student Payment". Enter the reference number for the package that you want to review and order. (Add the dash -)

\*Purchasing the Premium Kit will included everything on school supplies list.

**PACKAGE TYPES**

**REFERENCE NUMBER**

**Premium/Complete Supplies Kit\***

**D3E693A4-D3600**

**Standard/Deluxe Supplies Kit**

**122BF0DF-C3599**

- Items not included
- If purchasing the **Deluxe** or Standard package, parents are responsible for purchasing the other items individually.

**Binders, Scissors, Dividers for binder, Tracing Paper.**

**All orders must be paid and registered by:**

**July 10, 2017**

If you choose to pay at the store, please bring this letter to **South Common Staples 1960 101 Street**, before the Indicated order by date, and we will process the payments for the kit of your choice.

The School Tools kits will be dropped off at the school on:

**End of August, 2017**

Additional School Notes:

**Also need to purchase large backpack labelled and pair of labelled indoor running shoes to be left at school.**

# STAPLES®

Make More Happen

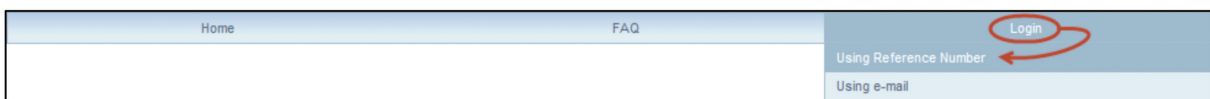
## Purchasing a School Tools Kit



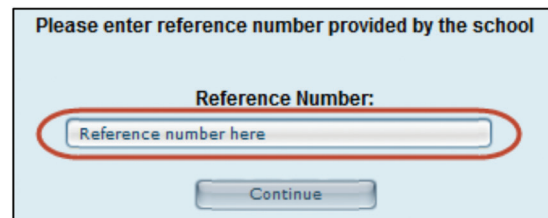
Recommended Browsers



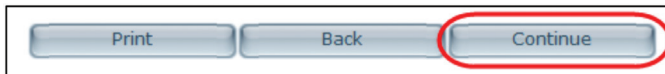
1. Go to <https://staplesschooltools.ca>
2. Click on Log in and choose **Using Reference Number** option:



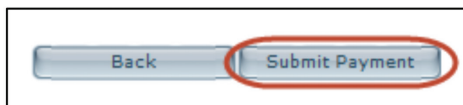
3. Enter the Reference Number exactly as shown in the letter provided from the school, then **Continue**:



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](mailto:customer_service@staples.ca)

Please share your positive experience with your friends!



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## School Tools