



**Westboro Elementary School  
Steps Class**



## 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
- Labels are also provided and free of charge to allow you to identify all your child's supplies
- Prices include GST
- Packaged in a Reusable Staples supplies bag

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

To order, please see instructions included with this letter.

**School Tools**



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.

**PACKAGE TYPES**

**REFERENCE NUMBER**

**Premium/Complete Supplies Kit**

**50E1A495-01448**

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

**July 8, 2017**

If you choose to pay at the Staples – Sherwood Park store, please bring this letter before the indicated order by date, and we will process the payments for the kit of your choice.

The School Tools kit will be available for pick up on: **August 28, 2017 (9:30 a.m. – 11:00 a.m.)**

Additional School Notes:

Please label all supplies (unless otherwise requested) and send them on the first day of school. Students will be asked to replenish/replace any supplies that they run short of during the year.

- 1 large backpack
- 1 pair of shoes to keep at school
- 1 hairbrush
- 1 toothbrush & paste
- Change of clothing – labeled
- 2 face cloths

If supplies from last year are in good condition, they may continue to be used.

# STAPLES®

Make More Happen

## Purchasing a School Tools Kit

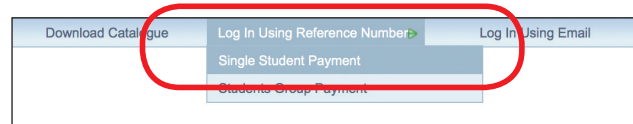


Recommended Browsers



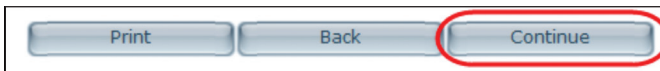
1. Go to <https://staplesschooltools.ca>

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**:

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 the Staples - Sherwood Park store and take the letter from the school along with the order reference number.

## Questions?

[staplesschooltools@gmail.com](mailto:staplesschooltools@gmail.com)

School Tools



**Order Reference No: 50E1A495-01448**

<b>School:</b>	WESTBORO
<b>Teacher:</b>	Westboro Steps Premium
<b>Grade:</b>	Jr. KINDERGARTEN ENGLISH PREMIUM

Item no	Item description	Qty
37895	Elmer's Washable School Glue, 120ml	1
644429	Elmer's Washable School Glue Sticks, 20g, 3/Pack	2

**Total amount including taxes: \$12.53**

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.