



**Westboro Elementary School  
Grade 4L**



## 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**

**5817597F-F0524**

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

**July 8, 2018**

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 30, 2018 "9:30 AM. – 11:00 AM."**

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 pair of indoor running shoes (no blue/black soles, please)
- 1 backpack

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

If sending a water bottle with your child, please ensure it is spill-proof.


**Order Reference No: 5817597F-F0524**

<b>School:</b>	Westboro Elementary
<b>Teacher:</b>	2018 - 19 Grade 4L Premium
<b>Grade:</b>	4 ENGLISH OPTION 1

Item no	Item description	Qty
648819	Staples® Better Binder, 1", Black	1
501216	Staples® White Vinyl Erasers, 2/Pack	2
449180	UHU® Glue Stick, 40 g 2PK	1
796236	Maxell Kidsafe Headphones	1
1639639	Sharpie® Tank Highlighters, Yellow, 1/Pack	2
47150	Crayola® Washable Markers, Fine Tip, 12/Pack	1
584682	Staples supply bag	1
14000	Hilroy 1-Subject Notebook, 10-1/2" x 8", Assorted, 80 Pages	3
26499	Hilroy 1-Subject Notebook, 10-1/2" x 8", Assorted, 140 Pages	5
33423	Hilroy Exercise Book, 7mm Ruled with 3 Hold Punch, 80 Pages, 3/Pack	1
739285	Staples® Plastic Pencil Case, Small	1
26442	Crayola® Coloured Pencils, 24/Pack	1
555903	Staples® Lead Pencils, #2 HB, 10/Pack	2
1624263	BIC® Ultra Round Stic Grip Ballpoint Pens, 1.2mm, Red, 1/Pack	2
44452	Paper Report Cover, Grey	1
44453	Paper Report Cover, White	1
44454	Paper Report Cover, Black	1
969677	Paper Report Cover, Orange	2
969679	Paper Report Cover, Yellow	2
969681	Paper Report Cover, Dark Blue	2
969685	Paper Report Cover, Green	2
969687	Paper Report Cover, Light Blue	2

969690	Paper Report Cover, Red	2
38599	Acme Acrylic Metric Ruler, 30cm, Metric	1
860439	Fiskars® 5" Kids Pointed Softgrip® Scissors	1
38964	Staedtler® Cylindrical-Shaped Metal Pencil Sharpener	1

**Total amount including taxes:****\$67.86**

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.

# STAPLES®

## Purchasing a School Tools Kit

1. Go to [staplesschooltools.ca](http://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 Staples - Sherwood Park 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.

**Questions?** [staplesschooltools@gmail.com](mailto:staplesschooltools@gmail.com)



### 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
548819	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: 126152586RT

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Print Start New Payment Finish

School Tools