

**STAPLES****schooltools****Order Reference No: 8E09827D-C2181****School:** Rochester Elementary**Teacher:** Grade 4 English**Grade:** Grade 4

Item no	Item description	Qty
1564350	Staedtler Oil Pastels, Assorted Colours, 12/Pack	1
915693	Staples® BD-1009 Handheld Calculator	1
501216	Staples® White Vinyl Erasers, 2/Pack	2
12356	UHU® Glue Stick, White 21g	4
1639639	Sharpie® Tank Highlighters, Yellow, 1/Pack	2
889855	Facial tissue white swan single box	2
47151	Crayola® Original Fine Line Markers, 12/Pack	1
1625356	Sharpie® Fine Permanent Marker, Black, 1/Pack	4
33423	Hilroy Exercise Book, 7mm Ruled with 3 Hold Punch, 80 Pages, 3/Pack	3
739285	Staples® Plastic Pencil Case, Small	1
26442	Crayola® Coloured Pencils, 24/Pack	1
635236	Staples® Graphite Pencils, 12/Pack	3
18466	Papermate® Eraser Mate Ballpoint Pens, 1.0 mm, Blue, 3/Pack	1
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
426054	Fiskars® 7" Student Softgrip® Scissors	1
38964	Staedtler® Cylindrical-Shaped Metal Pencil Sharpener	1

**Total amount including taxes: \$53.19**

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.





Dear Parent/Guardian,

On behalf of Staples and your teacher, we are pleased to advise you that Staples School Tools has been selected as your primary choice for purchasing the required school supplies for your student for the upcoming school year.

If you have any questions, please visit our website, [staplesschooltools.ca](http://staplesschooltools.ca), (**Best viewed in Google Chrome, Mozilla Firefox, Safari and IE (9.0 compatibility mode)**) or contact your local Staples to speak to the dedicated Staples School Tools representative.

**Your Dedicated Representative is**

Jana Nimmo

**Email Address**

S068gm@busdep.com

**The reference number** you will need to place your order is:

Supplies Kit Reference number:

8E09827D-C2181

Please enter the number at [staplesschooltools.ca](http://staplesschooltools.ca) and select the best choice for you.

All orders must be paid and registered by:

June 29<sup>th</sup>, 2015

If you choose to pay at your local Staples store, please bring this letter and we will process cash, cheque or debit card payments for the kit of your choice.

Our satisfaction guarantee protects you in the event you have unexpected changes in which school your child will be attending. We will issue a full refund on any complete kits that have not been picked up by you or delivered to the school.

Defective items may be exchanged upon presentation of your payment confirmation.

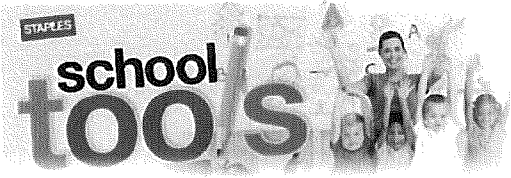
**Additional School Notes**

We also recommend:

Backpack, lunch bag, gym bag and water bottle. All schooltools placed orders will **receive a \$25 off \$75 coupon** to be used in store to purchase additional supplies at your convenience.

All schooltools orders will qualify for an airmiles **draw for 250 airmiles** (must be airmiles holder)

A sheet of labels will be included in your order



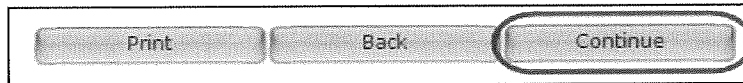
## PURCHASING A SCHOOL TOOLS KIT

- Go to <https://staplesschooltools.ca>
- Click on Login and choose **Using Reference Number** option:

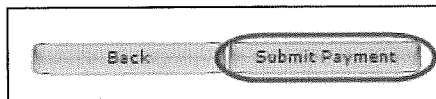


- 1** Enter the Reference Number provided in the letter from the school, then **Continue**:

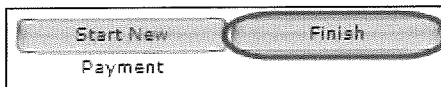
- 2** Review the order, and press **Continue** to enter payment information:



- 3** Enter the student and billing information, and then press **Submit Payment** to confirm.



- 4** 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 bring the letter from the school along with the order reference number.

## QUESTIONS?



[customer\\_service@staples.ca](mailto:customer_service@staples.ca)