

STAPLES Business Depot's online service is simple and easy to use. You can find the nearest store by following this link:

<https://stores.staplescopyandprint.ca/>

Start by creating an account on STAPLES website

<https://www.staples.ca/>

Click on "Sign in" then on "Create account".

**To print a document at Staples:**

- Download the document from our website and save it on your computer.
- Visit STAPLES Business Depot's printing service: <https://www.staplescopyandprint.ca/>
- Select "Print a Document".
- Click on "Get Started".
- Under the "Complete Solution", click on "Order Now".
- Drag and drop your file(s) into the list.
- Confirm that you own the copyright or have permission to copy the material by clicking the "Copyright" box.
- Click on "Create".
- Select type of paper (see below for the type of paper to be used depending on the document)
- If you wish to have the prayer cards cut or fold the leaflets, select the option "Cutting/Folding" (fees apply).
- Once paper selected, enter the number of copies to be made.
- Click on "Add to Cart".
- On the next screen, click on "Checkout".
- If you have not already logged in to your client session, you will need to enter your information.
- Choose your store and enter your payment method.

**Type of paper to be used for our documents:**

- Pamphlet: 32-lb.
- Poster: 32-lb. (*8.5 x 14 poster, only 28-lb is available*)
- Prayer card: cardstock 100-lb or 65-lb