

<https://help.staples.ca/hc/en-us/articles/360026206311-How-do-I-get-a-receipt-or-invoice-for-my-online-purchase>

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## How do I get a receipt or invoice for my online purchase?

Updated: 3 months ago

### Email Invoice

You will receive your invoice by email once your order is shipped out. Since orders can be split into parts due to warehouse inventories, you may receive multiple emails on different days. Each receipt will correspond to an individual charge on your method of payment for easy reconciliation.

### Self-Serve

You can also generate an invoice from your account. Please use the following step:

1. Log into your account by clicking [here](#).
2. Click on **Orders** on the left side of your page.
3. Click the order number you wish to look at.
4. Click on **Request Invoice** on the right side.

If you are still getting issues accessing your invoice, feel free to contact us via email [HERE](#) or via chat by clicking on the Help button at the bottom right. You can also reach out to us by phone at [1888-STAPLES \(782-7537\)](#).

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**From:** Staples.ca Customer Service <No-Reply> <order@staples.ca>

**Sent:** Friday, May 3, 2024 10:47 AM

**To:** [REDACTED]

**Subject:** Order Invoice for order #21721851

[CAUTION: Non-UBC Email]



# Order Invoice

Order Number: [REDACTED]  
Order Date: May 02, 2024  
Shipment Date: May 02, 2024

This is your invoice for a shipment on order [REDACTED]. For Customer Service [visit our Help Centre](#) to submit questions or concerns. Order online 24 hours a day, 7 days a week.

## SHIPPING ADDRESS

[REDACTED]  
V8T 1E4


## BILLING ADDRESS

2 [REDACTED] all  
V [REDACTED] C  
V [REDACTED]

## METHOD OF PAYMENT

[REDACTED]

## ORDER DETAILS:

PRODUCT	DESCRIPTION	QTY SHIPPED	UNIT PRICE	TOTAL
	Duracell AA Rechargeable Batteries - 4 Pack	1	\$27.99	\$27.99
	Item: 712617 Includes Eco Fee	1	\$0.60	\$0.60



Staples Copy Paper - 20 lb. - 8.5" x  
11" - White - 5000 Sheets  
Item: 14336

1

\$79.99

\$79.99

GST/HST# 126152586

<b>SUBTOTAL</b>	\$108.58
Includes eco fees	
<b>SHIPPING</b>	\$0.00
<b>GST</b>	\$5.43
<b>PST</b>	\$7.60
<b>TOTAL</b>	\$121.61

\* May include remote shipping charges. [Click here](#) for more information.

#### Help Centre

Check out our self-serve Help Centre for up to date information on our products and services.

[Visit Help Centre](#)

#### Head Office

6 Staples Avenue  
Richmond Hill ON L4B 4W3

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