

Ordering School Supplies Through Supreme Office Supplies

Parents with students in Prairie South School Division can now order school supplies for their children through an account that has been setup through Supreme Office Supplies and requires payment by credit card at the time of order. By ordering through Supreme Office Supplies, the school supplies can be delivered directly to your home. The account has discounted pricing known as our "Classroom Supplies Special." The digital catalog at the link below displays all the products available and the discounted price.

https://www.shopsupreme.ca/pdf/Classroom_Supplies_Special_2023.pdf

ORDERING METHODS:

By Phone:

Orders can be placed by phone by contacting customer service at the phone number below. To make the ordering process as easy and efficient as possible, please ensure you have the quantity, product number (shown as XXXXX-XX in the catalog) and product description available to provide to the rep who will process the order. Please also have credit card information ready as it will need to be entered when the order is processed.

Supreme Customer Service: 1-800-667-3690

By Email:

Orders can also be sent via email to customer service. Simply include the quantity, product number (shown as XXXXX-XX in the catalog) and product description (see example below) with your email and send it to info@shopsupreme.ca. A customer service rep will then reach out to obtain the credit card information for payment and the order will be processed.

Example of Order Form Information

<u>Supplies Order:</u>		
<u>Quantity:</u>	<u>Product Number:</u>	<u>Product Description:</u>
2	L0835-00	Westcott KleenEarth Blunt Scissor 5 1/2"
3	02086-00	Hilroy Scrapbook Manilla

Online Ordering:

Parents also have the ability to place orders online. They can reach out to customer service via email (info@shopsupreme.ca) or by phone (1-800-667-3690) and their online profile will be created. It is important to provide the customer service rep with the Account Name: **Prairie South School Division Parents Account**, and Account Number: **PRASO1**. Parents can then enter all their payment and shipping information through the order finalization steps. It is important to note that in order to receive the discounted pricing on the account, parents must be logged into their profile.