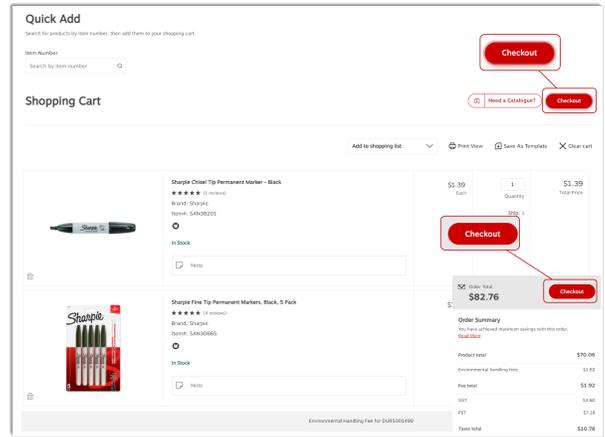
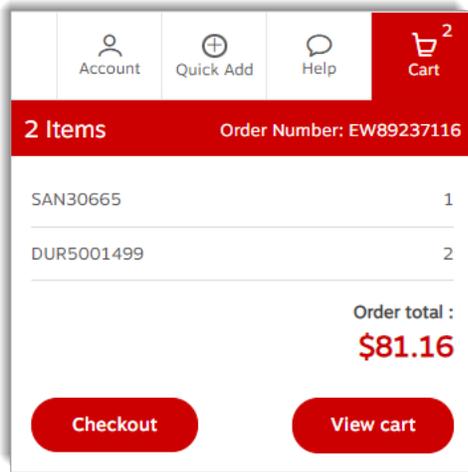




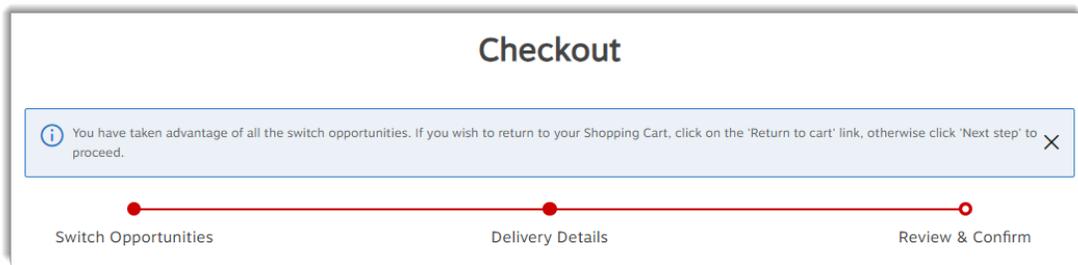
Begin the Checkout Process

- Click on **Checkout** in the Shopping Cart Summary.
- Or click on **Checkout** in the Shopping Cart page.



Progress Bar

- There can be up to 3 steps in the checkout process depending on your account setup and the content of your order.
 - Switch Opportunities;
 - Delivery Details;
 - Payment, review & confirm.
- You will be able to change the shipping address at the **Delivery Details** step.





Delivery Details

- The **Delivery Details** screen appears for every order, but its content may vary depending on the items in your cart.

Delivery Details

There are furniture items in your cart that require special delivery. Special delivery furniture items can be delivered to your shipping address or picked up from one of our warehouses.
 Note: Special delivery options are not available on items that ship directly from a trusted Staples partner, these products are marked with the following icon

Please select the service option for your special delivery furniture.

*By submitting this order, you agree to the [Terms and Conditions](#) related to the purchase of furniture items.

I want my special delivery furniture items installed on-site. **[\$33.75 fee applies]**
 This service option includes delivery, unpacking, assembly (if required), Placement & installation of product at desired location.

Standard delivery - no on-site installation. **[Included - no charge for this service option]**
 This service option includes delivery of special delivery furniture items only.

I want to pick up my special furniture item. **[Included - no charge for this service option]**

- Your account's default **Delivery Address** appears.
- You can modify the shipping address for an alternative one; however, note that a validation of the postal code will be performed and the latter must remain in the zone of the province of the previously selected ship-to account.

Checkout

Delivery Details

Delivery Address

Company Name* Delivery Instruction 30/30

Attention Maximum 30 characters. Do not use to specify alternate address location or for Special Delivery products.

Street Address*

Building/Floor/Suite/Room

City* Province*

-- Select a province --

Postal Code*

- If the order is to be shipped in a different province, you will have to return to the shopping cart and select a ship-to account whose default address corresponds to the province in which you want the order to be delivered.
- When modifying one of the address fields, a window may display in order to confirm the address entered is accurate.
- Select the address you entered or the suggested address to continue.

Shipping Address Validation ✕

We were not able to validate or confirm your shipping address, but found a close match:

<p>Address as entered</p> <p>550 PEANDANT DRIVE MISSISSAUGA, ON L5T2W6</p> <p style="text-align: center; border: 1px solid #ccc; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;">Use what I entered & continue</p>	<p>Suggested Address</p> <p>550 PENDANT DR MISSISSAUGA, ON L5T2W6</p> <p style="text-align: center; border: 1px solid #ccc; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;">Use suggested & continue</p>
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Add Delivery Addresses

Depending on the configuration of your account, you may have the option of adding delivery addresses during the checkout.

1. Click on the **Add a new address** or **Edit Address** button.
 - If the button is named **Edit address**, it means that you already have one or more delivery addresses defined.
2. In the window that opens, you can add a new address, modify an existing address and select one for the current order.
3. Click **Continue** to confirm the selection of the address. delivery for the order.
 - The fields in the **Delivery address** section are automatically updated with the address you have selected.

The screenshot shows the 'Checkout' page with a progress bar at the top indicating 'User Profile' and 'Delivery Details'. The 'Delivery Address' section is active, featuring a form with the following fields: 'Company Name*', 'Delivery Instructions' (with a 30/30 character limit), 'Attention', 'Street Address*', 'Building/Floor/Suite/Room', 'City*', 'Province*' (with a dropdown menu), and 'Postal Code*'. A red 'Add new address' button is located in the top right corner of the form area.

The screenshot shows a dialog box titled 'Select from a previously saved delivery address or add a new delivery address'. It lists 'Saved delivery addresses:' with two entries for 'Jasmine Miller'. The first entry is marked as 'Primary' and has a red 'Select' button. The second entry has a red 'Select' button. Both entries also have a red 'Edit' button. A red 'Add new address' button is in the top right, and 'Close' and 'Continue' buttons are in the bottom right.



Before checking out you can always manage your delivery addresses from the **Account** menu, hover the **My account** tab and select option **Manage Addresses** or by clicking on the postal code in the upper right corner of the screen.