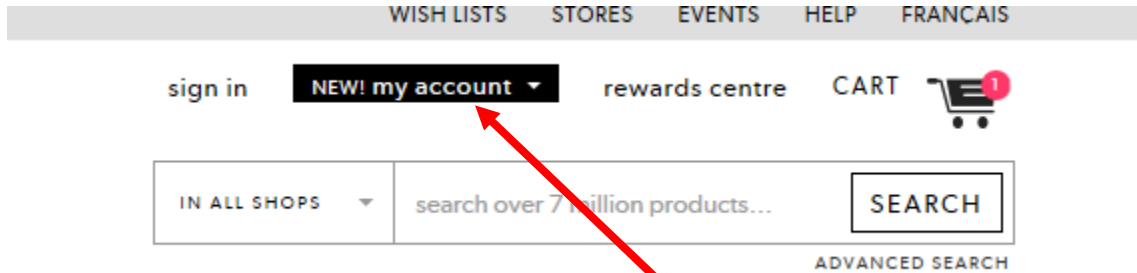


How to print an invoice from <https://www.chapters.indigo.ca/en-ca/>

STEP 1:



STEP 2:

Drop down menu –
choose account center

ACCOUNT CENTRE

SIGN IN TO YOUR ONLINE ACCOUNT

To access this feature, please sign into your online account.

EMAIL ADDRESS

PASSWORD

[forgot your password?](#)

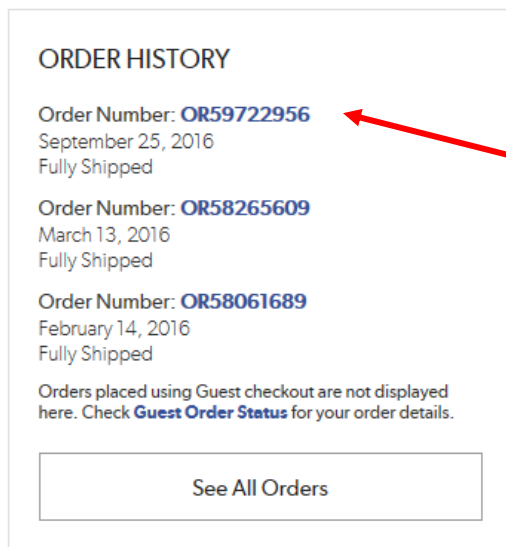
[Sign In](#)

DON'T HAVE AN ACCOUNT?

[Create an Account](#)

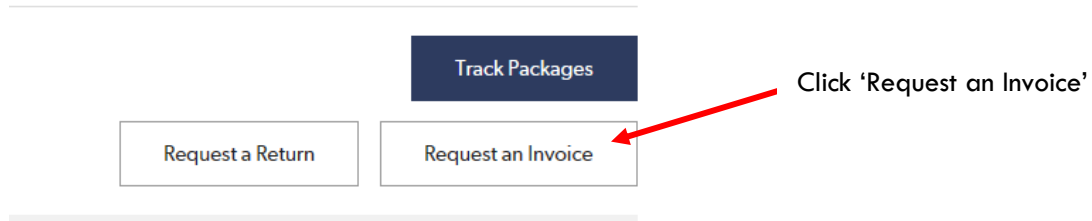
[Log into your account](#)

STEP 3:



Click on the order
number you want the
invoice from

STEP 4: Scroll to the bottom of the page



STEP 5: Choose how you would like you invoice

REQUEST INVOICE

ORDER NUMBER: OR59722956

Placed online on September 25, 2016 5:53 PM ET

Click on your preferred method



STEP 6:

Send this invoice with your Outside Purchase Expense Claim Form.