



Dear Parents,

Top Marks is proud to be your uniform supplier. We assure you that we committed to serving you to the best of our ability.

We ask for your cooperation in submitting orders by **June 15, 2022**, as this will **guarantee delivery of your order prior to the start of school**.

HOW TO ORDER

1. Online at www.topmarks.ca (your school password is **SUM01**)

2. In person, at our showroom, by appointment only (see address below). Please contact our customer service department to book your appointment.

3. Send your completed order form by email, fax or regular mail (coordinates below)



SIZING

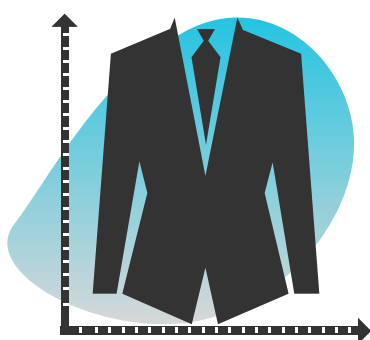
Attached you will find a guide to assist you with sizing. If you are unsure or uncomfortable selecting sizes, please follow the steps below, or contact our customer service department for assistance.

Online Ordering

Indicate/update your child's measurements in their profile and select "Sizing by Top Marks" from the size drop down for each item.

Order Form

Indicate your child's measurements on the attached sizing guide and leave the size column on the order form blank.



PAYMENT

Orders placed prior to June 1st, 2022 require a minimum 25% deposit payable by Visa or MasterCard. Remaining balances will be charged to the same credit card prior to shipping. For pickup orders, the balance will be payable upon pickup.

Orders submitted after June 1, 2022 must be paid in full.

Deposit by Cheque

Please provide either an additional post-dated cheque (dated no later than June 15, 2022) or a credit card for the remaining balance. Please note that all orders paid by cheque are held 15 working days for clearance.



DELIVERY

All orders will be shipped via **Canada Post** in a reusable shipping bag and will include a prepaid label for returns & exchanges. If you've provided an email address, Canada Post will email with a tracking number once your order has shipped.

PICKUP

You will receive a call once your order is available for pickup. Where only a deposit was provided, the remaining balance will be payable upon pickup.



RETURNS & EXCHANGES

Instructions will be included with your order.

Shrinkage (Wash Instructions)

Please consult the care and wash instructions included in your package, as certain items will shrink when washed. If you are unsure of how a garment will shrink, please contact our customer service department prior to washing. Once garments have been washed, they can no longer be exchanged or returned.

Policy

You have **60 days from the start of school** to return or exchange items **provided they have not been washed, worn or altered**. This does not apply to liquidation items purchased as a final sale.



QUESTIONS



(514) 344-5454



info@topmarks.ca



Visit our FAQ page
www.topmarks.ca



Orders must be submitted no later than **June 15, 2022** in order to guarantee delivery prior to the start of school



Step 1

WEBSITE

Visit our website at www.topmarks.ca and select "Online Orders"



Step 2

REGISTER / SIGN IN

For new customers, enter **SUM01** in the box on the right to begin registering. If you would like Top Marks to assist with sizing, please complete the sizing section on the child information page.

For returning families, please enter your email address and password to sign in. Please update your child's measurements if you wish to use "Sizing by Top Marks".



Step 3

SHOP

Select the "Shop Now" option to begin. For each item select quantity, size and then "Add To Cart".

If you are **unsure of your size** and have given measurements in your child's profile, simply select the "Sizing By Top Marks" option and our sizing technicians will determine the appropriate size.



Step 4

DELIVERY

Orders are delivered by Canada Post to the shipping address provided.

You will receive an email confirmation from Canada Post with a tracking number once your order is shipped.



Step 5

EXCHANGE/RETURN

Simply follow the detailed instructions included in the parcel or contact our customer service department.

For your convenience, please use the **reusable shipping bag** that your package arrived in and **apply the prepaid return label** over the previous shipping label.

You have until **60 days after the start of school** to process returns and/or exchanges, so long as garments haven't been washed, worn or altered.

For assistance or questions regarding this process, please call 1-800-667-7105 or email us at info@topmarks.ca



"please print clearly"

STUDENT'S FAMILY NAME: _____ ADDRESS: _____ APT# _____ CITY: _____ Postal Code: _____ - ____ SHIP TO: _____ Postal Code: _____ - ____ <small>(if different than above)</small>		STUDENT'S GIVEN NAME: _____ Home Phone # () _____ Day Phone # () _____ Already a Customer? <input type="checkbox"/> No <input type="checkbox"/> Yes # _____ e-mail: _____	PICK-UP <input type="checkbox"/> SHIP-OUT <input type="checkbox"/> Please select one option
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DELIVERY CANNOT BE GUARANTEED BEFORE THE START OF SCHOOL IF YOUR ORDER IS RECEIVED AFTER JUNE 15, 2022.
ORDERS CAN BE FAXED, MAILED, E-MAILED OR PLACED ON LINE
WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD - SUM01

SUMMIT SCHOOL - DEGUIRE CAMPUS

BOYS ITEMS	JUNIOR	ADULT	STYLE #	SIZE	QTY	JUNIOR	ADULT	TOTAL
MENS TWILL PANT - (65% poly/35% cotton)	N/A	28-30-32-34-36-38-40-42-44-46	6020-A2-NAVY			N/A	\$45.00	
BOYS ELASTIC BACK TWILL PANT - (65% poly/35% cotton)	4-5-6-7-8-10-12-14-16-18-20	N/A	6015-J3/J4-NAVY			\$34.00	N/A	
BOYS HUSKY TWILL PANT - (65% poly/35% cotton)	10-12-14-16-18-20	N/A	6029-J4-NAVY			\$34.00	N/A	

GIRLS ITEMS

GIRLS SKORT	4-5-6-7-8-10-12-14-16-18-20	N/A	3035-J3/J4-NAVY			\$29.00	N/A	
GIRLS PLEATED SKIRT WITH MODESTY SHORT	4-5-6-7-8-10-12-14-16-18-20	N/A	3091-J3/J4-NAVY			\$42.25	N/A	
LADIES KICK PLEAT SKIRT	N/A	4-6-8-10-12-14-16-18-20	3028-A3-NAVY			N/A	\$45.00	
GIRLS CASUAL PANT - SIDE ELASTIC	4-5-6-7-8-10-12-14-16-18-20	N/A	6021-J3/J4-NAVY			\$34.00	N/A	
LADIES CASUAL PANT	N/A	4-6-8-10-12-14-16-18-20	3084-A3-NAVY			N/A	\$45.00	

UNISEX ITEMS

SHORT SLEEVE POLO SHIRT (ring spun cotton)	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1906-J1/J2/A1-WHITE			\$25.00	\$26.00	
LONG SLEEVE POLO SHIRT (ring spun cotton)	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1905-J1/J2/A1-WHITE			\$27.00	\$28.00	
SHORT SLEEVE POLO SHIRT (50% cotton / 50% polyester)	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1006-J1/J2/A1-DK/NAVY			\$25.00	\$26.00	
LONG SLEEVE POLO SHIRT (50% cotton / 50% polyester)	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1005-J1/J2/A1-DK/NAVY			\$27.00	\$28.00	
RUGBY PANT - FULL ELASTIC WAIST	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL	5018NC-J1/J2/A1-NAVY			\$27.00	\$29.00	
BERMUDA SHORTS	4-5-6-7-8-10-12-14-16-18-20	28-30-32-34-36-38-40-42-44-46	5014-J3/J4-6027-A2-NAVY			\$24.25	\$41.75	
DAZZLE GYM SHORT - BASKETBALL LENGTH	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1030L-J1/J2/A1-NAVY			\$14.00	\$15.00	
HOODED KANGAROO SWEATSHIRT	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1404-J1/J2/A1-NAVY			\$34.75	\$37.50	
SWEATPANT WITH POCKET	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1401P-J1/J2/A1-NAVY			\$29.50	\$31.50	

Payment:

CASH:
 MasterCard
 VISA
 CHEQUE:
 Interac

CVV CODE
 (3 DIGITS
 BEHIND THE
 CREDIT CARD)

 Credit Card Number

 Expiration date
 MM / YY

 Cardholder Name

 Signature

ORDERS PAID BY CHEQUE WILL BE
 HELD FOR 15 WORKING DAYS

A 25% DEPOSIT MUST ACCOMPANY YOUR ORDER
 ORDERS ARE ACCEPTED BY FAX/EMAIL WHEN DEPOSITS ARE PAID BY VISA OR MASTERCARD.
 ORDERS RECEIVED AFTER JUNE 1st WILL BE CHARGED IN FULL

PURCHASE TOTAL	
SHIPPING	+ \$ 7.25
SUB TOTAL	=
TAX: 14.98 %	+
TOTAL	=
25 % DEPOSIT	→
OR	
PAYMENT IN FULL	→

TOP MARKS
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