



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.



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 <u>60 days from the start of school</u> 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.





(514) 344-5454



info@topmarks.ca



Visit our FAQ page www.topmarks.ca



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











Step 1

Step 2

Step 3

Step 4

WEBSITE

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

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".

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.

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 <u>60 days after the</u> <u>start of school</u> to process returns and/or exchanges, so long as garments haven't been washed, worn or altered.



please print clearly		
STUDENT'S FAMILY NAME: , , , , , , , , , , , , , , , , , , ,	STUDENT'S GIVEN NAME:	
ADDRESS: APT#	Home # ()	PICK-UP
Postal CITY: Code:	Day Phone # ()	SHIP-OUT
SHIP TO: , , , , , , , , , , , , , , , , , , ,	Aiready a Customer?	Please select one option
(if different then ebove) Postal Code: , , , , , Code: , , - , , , , , , , , , , , , , , , ,	e-mail:	

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							<u>.</u>	
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/NVY			\$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/NVY			\$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: Expiration date	CVV CODE (3 DIGITS BEHIND THE
Credit Card Number		CREDIT CARD
Cardholder Name		
P. Carrier and Lands	ORDERS PAID BY CHEQUE WILL BE HELD FOR 16 WORKING DAYS	

Signature

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

TOP MARKS
8215 CH. MONTVIEW, MONTRÉAL, QC, H4P 2L9
Telephone: (514) 344-5454 - Fax: (514) 344-5350
Toll Free: Telephone: 1-800-667-7105 - Fax: 1-855-344-5350
E-Mail: info@topmarks.ca

PURCHASE TOTAL		
SHIPPING	+	\$ 7.25
SUB TOTAL	=	
TAX: 14.98 %	+	
TOTAL		
26 % DEPOSIT →		
PAYMENT IN FULL		

SUMMIT SCHOOL-DEGUIRE CAMPUS SIZING CHART

FOR PARENTS WHO ARE UNFAMILIAR WITH TOP MARKS SIZING, WE PROVIDE BELOW A SIZING CHART AS A GUIDELINE FOR YOU TO DETERMINE YOUR CHILD'S SIZING. WE RECOMMEND THAT YOU COMPLETE THE BASIC MEASUREMENT TABLE INDICATED BELOW. WITH THIS INFORMATION, WE CAN DOUBLE CHECK THE SIZES YOU HAVE ORDERED.

TO INSURE A PROPER FIT, MEASURE YOUR CHILD CAREFULY - KEEP TAPE FIRM BUT NOT TIGHT.

HEIGHT: STAND WITHOUT SHOES AGAINST THE WALL - MEASURE FROM TOP OF HEAD TO THE FLOOR

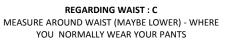
CHEST: MEASURE AROUND FULLEST PART OF THE CHEST
WAIST: MEASURE AROUND NARROWEST PART OF THE WAIST
HIPS: MEASURE AROUND THE FULLEST PART OF HIPS

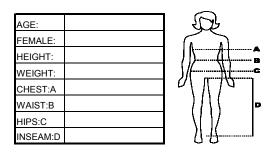
INSEAM: LAY PANTS OF A FAVOURABLE LENGTH ON A FLAT SURFACE - MEASURE ALONG INSEAM FROM CROTCH

TO BOTTOM OF LEG

MY CHILD'S MEASUREMENTS (IN INCHES) ARE:

AGE:	M
MALE:	A
HEIGHT:	│
WEIGHT:	│
NECK:A	
CHEST:B	
WAIST:C	▎▕▕▐
HIPS:D	(///
INSEAM:E	\]\tau





REGARDING WAIST : B
MEASURE AROUND WAIST (MAYBE LOWER) - WHERE YOU
NORMALLY WEAR YOUR PANTS AND SKIRT

For Styles, 6015,3035,3091,6021,1906,1905,1006,1005,5018NC,5014,1030L,1404 AND 1401P use the generic sizing chart below.

						JUNIO	R SIZE					
	JX	xs	J۷	(S	J	S	J	M	J	L	J	KL
SIZE	4	5	6	6X	7	8	10	12	14	16	18	20
HEIGHT	39	42	43	45	47	49	51	54	57	59	60	61
CHEST	23	23	23	24	24	25	26	27	29	31	32	33
WAIST	20-1/2	21	21	22	22	23	24	25	26	27	28	29
HIPS	22	22-1/2	23	24	25	26	27	29	31	33	35	36
INSEAM 6021	18	19	21 1/2	21 1/2	24	26	28	29	30	31	32	32
INSEAM 6015	17	18	21	21	23	25	27	28	29	30	31	31
INSEAM 5018NC	1	7	1	9	2	1	2	24	2	27	2	9
INSEAM 1401P	2	0	2	2	2	24	2	<u>.</u> 6	2	.8	3	0

			ADULT	SIZES		
SIZE	AXS	AS	AM	AL	AXL	AXXL
HEIGHT	61	62	65	68	71	71+
CHEST	33	35	38	41	44	45
WAIST	27-28	28-29	30-32	32-34	34-36	36-38
HIPS	36	37	38	40	42	44
INSEAM 1401P	32	32 1/2	33	33 1/2	34	34 1/2

MENS TWILL PA	ANT/BERMUD	A SHORT	-6020/602	<u> 27</u>					
	28	30	32	34	36	38	40	42	44
WAIST	27/28	29/30	31/32	33/34	35/36	37/38	39/40	41/42	43/44
HIP	33/34	35/36	37/38	39/40	41/42	43/44	45/46	47/48	49/50
INSEAM	34	34	34	34	34	34	34	34	34
BOYS HUSKY T	WILL PANT v	vith back	elastic - 6	029					
	10	12	14	16	18	20			
WAIST	31	32	33	35	37	39			
HIPS	41	42	43	44	46 1/2	48 1/2			
INSEAM	29 1/2	30 1/2	31 1/2	32 1/2	33 1/2	34 1/2			
LADIES KICK P	LEAT SKIRT -	3028							
	4	6	8	10	12	14	16	18	20
WAIST	24	26	28	30	32	34	36	38	40
HIPS	33	35	37	39	41	43	45	47	49
LADIES CASUA	L PANT-3084								
	4	6	8	10	12	14	16	18	20
WAIST	24/25	26/27	28/29	30/31	32/33	34/35	36/37	38/39	40/41
HIP	29/30	31/32	33/34	35/36	37/38	39/40	41/42	43/44	45/46
INSEAM	32	32	32	32	32	32	32	32	32