



Dear Parents,

Due to the unprecedented nature of COVID-19 and the resulting social distancing guidelines, we are unable to proceed with our traditional spring fitting sessions. In order to better serve you, we are providing the following on all orders received by **no later than June 30, 2020**:

Free shipping

Prepaid return label

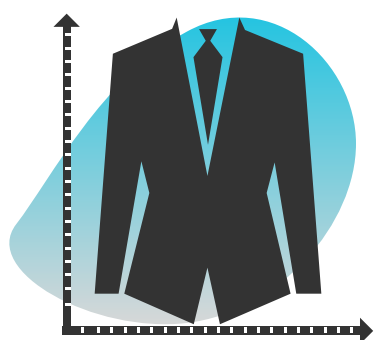
Return shipping bag

HOW TO ORDER

1. Online at www.topmarks.ca (your school password is **PAU01**)
2. Send your completed order form by email, fax or regular mail. Please refer to the bottom for coordinates.

We ask for your cooperation in submitting orders by **June 30, 2020**, as this will **guarantee delivery of your order prior to the start of school**.

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, 2020 require a minimum 25% deposit payable by Visa or MasterCard. Remaining balances will be charged to the same credit card prior to shipping.

Orders submitted after June 1, 2020 must be paid in full.

Deposit by Cheque

Please provide either an additional post-dated cheque (dated no later than June 15, 2020) 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**. If you've provided an email address, Canada Post will email with a tracking number once your order has shipped.

Free Shipping

To receive free shipping, orders must be received no later than June 30, 2020.

Unclaimed Deliveries

Parcels unclaimed within 7 days are returned to Top Marks at a cost of \$8.00, which will be charged to you upon re-shipping.

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



1 (800) 667-7105 (toll free)
(514) 344-5454



info@topmarks.ca



Visit our FAQ page
www.topmarks.ca

5760 Ferrier Street, Mont-Royal, QC, H4P 1M7



Orders must be submitted no later than **June 30, 2020** 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 **PAU01** in the red box 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 family name 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 "Start Shopping" 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.

We are offering **free shipping on all orders received no later than June 30, 2020**.

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.

Orders placed no later than June 30, 2020 will include a **prepaid return label and return shipping bag** for your convenience.

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



STUDENT'S FAMILY NAME: _____		STUDENT'S GIVEN NAME: _____	
ADDRESS: _____		Home Phone # ()	
CITY: _____		Day Phone # ()	
SHIP TO: _____ <small>(if different than above)</small>		Already a Customer? <input type="checkbox"/> No <input type="checkbox"/> Yes #	
APT# _____		e-mail: _____	
Postal Code: _____			
Postal Code: _____			

DELIVERY CANNOT BE GUARANTEED BEFORE THE START OF SCHOOL IF ORDER IS RECEIVED AFTER JUNE 30, 2020.

ORDERS CAN BE FAXED, MAILED, E-MAILED OR PLACED ON LINE
WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD PAU01

ST. PAUL SCHOOL (K-7)

GIRLS - UNIFORM ITEMS	JUNIOR SIZE	ADULT SIZE	STYLE #	SIZE	QTY	JR.PRICE	AD. PRICE	TOTAL
GIRLS FITTED SHORT SLEEVE POLO SHIRT - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1015-J1/J2/A1-WHITE			\$28.50	\$30.50	
GIRLS TARTAN TUNIC - (grades K-3)	5-6-6X-7-8-10-12	N/A	3023-J3/J4-SPS			\$84.00	N/A	
GIRLS TARTAN KILT - (grades 4-7)	12-14-16-18-20	N/A	3020-J4-SPS			\$84.00	N/A	
LADIES TARTAN KILT - (grades 4-7)	N/A	4-6-8-10-12-14-16	302520-A3-SPS			N/A	\$89.50	
MODESTY SHORT (worn under kilts)	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	671Y-J1/J2-671-A1-BLACK			\$13.50		
GIRLS DRESS PANT - side elastic- Winter Only (Thanksgiving to Spring Break)	5-6-7-8-10-12-14-16-18-20	N/A	2020-J3/J4-NAVY			\$37.50	N/A	
GIRLS/LADIES KNEE SOCKS	4-6 / 6-8 / 7-9	9-11	SO-GRL/LDS-SG/SL-NAVY			\$6.75		
GIRLS/LADIES TIGHTS - (85% cotton/ 10% nylon/5% elasthane- thicker fabric)	(4-6) (6-8) (8-10) (10-12) (12-14)	AS-AM	TIGHTS-J6/A6-HVY/NV			\$20.00		
GIRLS/LADIES TIGHTS - (98 % nylon/2% lycra -thinner fabric)	(JS-JM) or (JL-JXL)	(AS-AM) or (AL-AXL)	TIGHTS-J5/A5-NAVY			\$13.50		

BOYS - UNIFORM ITEMS

SHORT SLEEVE POLO SHIRT - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1006-J1/J2/A1-WHITE			\$28.50	\$30.50	
BOYS FLAT FRONT DRESS PANT - elastic back	5-6-7-8-10-12-14-16-18-20	N/A	2015-J3/J4-NAVY			\$37.50	N/A	
BOYS FLAT FRONT HUSKY DRESS PANT - elastic back	10-12-14-16-18-20	N/A	2015H-J4-NAVY			\$37.50	N/A	
RUGBY PANT - (grades K-2 only)	JXXS-JXS-JS-JM	N/A	5018-J1/J2-NAVY/F			\$31.00	N/A	
MENS FLAT FRONT DRESS PANT	N/A	28-30-32-34-36	2088-A2-NAVY			N/A	\$48.00	
FLAT FRONT WALKING SHORTS - Summer Only (Spring Break - October 31)	5-6-7-8-10-12-14-16-18-20	28-30-32-34-36	5014-J3/J4-6027-A2-NAVY			\$28.00	\$40.00	
BOYS/MENS ANKLE SOCKS	4-6 / 6-8 / 8-10	10-13	SO-BOY/MEN-SB/SM-NAVY			\$6.50		

BOYS & GIRLS - UNIFORM ITEMS

V-NECK LONG SLEEVE SWEATER - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	2044-J1/J2/A1-SPSROY			\$54.00	\$56.00	
BUTTON FRONT CARDIGAN - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	2045-J1/J2/A1-SPSROY			\$60.00	\$62.00	

GYM - UNIFORM ITEMS (GRADES 1-7 ONLY)

GYM T-SHIRT - printed	JXXS-JXS-JS-JM-JL-JXL	AS-AM	1027-J2/A1-WHITE			\$13.00	\$13.50	
BASKETBALL LENGTH WICKING STYLE GYM SHORT - printed	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1230L-J2/A1-NAVY			\$21.50	\$22.50	

NAMETAPES (100 PER PACK)	NAME:	NAME-TAPES-WHITE				N/A	\$10.00	
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Payment :

CASH: <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	CHEQUE: <input type="checkbox"/>	 <input type="checkbox"/>
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Expiration date

____	____	____	____	____
Credit Card Number				MM / YY

Cardholder Name

Signature

ORDERS PAID BY CHEQUE WILL BE
HELD FOR 15 WORKING DAYS

CVV CODE
(3 DIGITS BEHIND THE
CREDIT CARD)

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
5760 FERRIER STREET, MONTRÉAL, QC, H4P 1M7
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

**FREE SHIPPING ON
ORDERS PLACED PRIOR
TO JUNE 30, 2020.**

PURCHASE TOTAL	
SHIPPING	+ \$11.00
SUB TOTAL	=
TAX: 5%	+
TOTAL	=
25 % DEPOSIT →	
or PAYMENT IN FULL →	

ST.PAUL SCHOOL

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 CAREFULLY - 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:	
HEIGHT:	
WEIGHT:	
NECK:A	
CHEST:B	
WAIST:C	
HIPS:D	
INSEAM:E	



AGE:	
HEIGHT:	
WEIGHT:	
CHEST:A	
WAIST:B	
HIPS:C	
INSEAM: D	



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

REGARDING WAIST : B
MEASURE AROUND WAIST (MAYBE LOWER) -
WHERE YOU NORMALLY WEAR YOUR PANTS OR SKIRTS.

For styles 3023,671Y,671,2020,1006,2015,5018,5014/2044,2045,1027 & 1230L please use the generic sizing box below.

	JUNIOR SIZES											
	JXXS		JXS		JS		JM		JL		JXL	
SIZE	4	5	6	6X	7	8	10	12	14	16	18	20
HEIGHT	41	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	17	18	19	20	21	22	25	26	27	28	29	29

	ADULT SIZES		
	AXS	AS	AM
SIZE			
HEIGHT	61	62	65
CHEST	33	35	38
WAIST	27-28	28-29	30-32
HIPS	36	37	38
INSEAM	34	34	34

GIRLS SOCKS

SHOE SIZE	1-7	7-13	1-5	6-9
SOCK SIZE	4-6	6-8	7-9	9-11

BOYS/MENS SOCKS

SHOE SIZE	1-7	7-13	1-6	7-12
SOCK SIZE	4-6	6-8	8-10	10-13

GIRLS KILT - 3020

	12	14	16	18	20
WAIST	25	26	27	28	29
HIPS	31	32	33	34	35

LADIES KILT - 302520

	4	6	8	10	12	14	16
WAIST	21/22	23/24	25/26	27/28	29/30	31/32	33/34
HIPS	30/31	32/33	34/35	36/37	38/39	40/41	42/43

GIRLS FITTED POLO SHIRT - 1015

	JXXS	JXS	JS	JM	JL	JXL	AXS	AS	AM
CHEST	20/21	22/23	24/25	26/27	28/29	30/31	32/33	34/35	36/37

FLAT FRONT WALKING SHORT- 6027

	28	30	32	34	36
WAIST	27/28	29/30	31/32	32/34	35/36
HIPS	34/35	36/37	38/39	40/41	42/43

MENS FLAT FRONT DRESS PANT - 2088

	28	30	32	34	36
WAIST	27/28	29/30	31/32	32/34	35/36
INSEAM	34	34	34	34	34

HUSKY PANT - 2015H

	10	12	14	16	18	20
WAIST	31	32	33	35	37	39
HIP	39	40	41	42	44	46

TIGHTS - HEAVIER WEIGHT FABRIC

SIZE	HEIGHT	WEIGHT
GIRLS (4-6)	37-48 IN	40-55 LBS
GIRLS (6-8)	43-52 IN	60-65 LBS
GIRLS (8-10)	48-57 IN	60-75 LBS
GIRLS (10-12)	52-60 IN	70-85 LBS
GIRLS (12-14)	56-62 IN	80-100 LBS
LADIES (S)	59-64 IN	95-115 LBS
LADIES (M)	62-67 IN	115-135 LBS
LADIES (L)	64-69 IN	135-155 LBS
LADIES (XL)	66-71 IN	150-175 LBS

LIGHT WEIGHT TIGHTS

TIGHTS - SIZING		
SIZE	HEIGHT	WEIGHT
GIRLS (S/M)	43-48 IN	50-75 LBS
GIRLS (L/XL)	48-58 IN	75-90 LBS
LADIES (S/M)	58-63 IN	90-125 LBS
LADIES (L/XL)	63-68 IN	125-150 LBS