



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

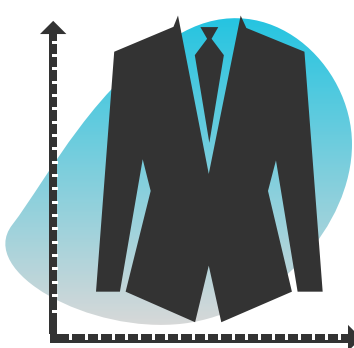
1. Online at www.topmarks.ca. Your school password is **PAU01**.

OR

2. Send your completed order form by email, fax or regular mail. Please refer to the bottom for coordinates.



FITTING DATE - BY APPOINTMENT ONLY



TUESDAY

JUNE 7, 2022

2:00pm - 7:00pm

WEDNESDAY

JUNE 8, 2022

2:00pm - 7:00pm

You may book your appointment using one of the following options:

- On line through our web-based appointment system (see attached for instructions).
- By calling our customer service department at 1-800-667-7105 (Monday - Friday 6:00am-2:00pm PST) or by sending an email to info@topmarks.ca.

PAYMENT

Full payment must accompany your order. Amounts are payable by Visa or Mastercard.

Payment by Cheque

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.



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



www.topmarks.ca

8215 ch. Montview, Mont-Royal Québec), H4P 2L9



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 **PAU01** 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

Instructions for Booking Appointments

Online

For families who wish to book online, please visit our website at www.topmarks.ca and click “Online Orders”. In order to book an appointment, you must first create a family profile. Please note that if you have already created an on-line profile, simply login to the system and skip directly to # 3.

1. Enter **PAU01** as your school specific password.
2. Complete the registration form.
3. Under the section titled “Appointments”, click “Book Now”.
4. For each child that requires an appointment, please select from the drop-down menu whether they are a new student or returning student and click “Verify Availability”
5. Select your desired appointment time and click “Book Now” directly below.

Should you require any assistance during the process, or simply wish to book an appointment by phone, please do not hesitate to contact our customer service department at **1-800-667-7105** (Monday to Friday, 6:00am – 2:00pm PST).

Sincerely,
TOP MARKS



e-mail:

WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD PAU01

ST. PAUL SCHOOL (K-7)

GIRLS - UNIFORM ITEMS	JUNIOR SIZE	ADULT SIZE	STYLE #	SIZE	QTY	JR.PRICE	TOTAL
GIRLS FITTED SHORT SLEEVE POLO SHIRT - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1015-J1/J2/A1-WHITE			\$30.75	
GIRLS FITTED LONG SLEEVE POLO SHIRT - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1018-J1/J2/A1-WHITE			\$31.75	
GIRLS TARTAN TUNIC - (grades K-3)	5-6-6X-7-8-10-12	N/A	3023-J3/J4-SPS			\$90.00	
GIRLS TARTAN KILT - (grades 4-7)	12-14-16-18-20	N/A	3020-J4-SPS			\$90.00	
LADIES TARTAN KILT - (grades 4-7)	N/A	4-6-8-10-12-14-16	302520-A3-SPS			N/A	
MODESTY SHORT (worn under kilts)	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	671Y-J1/J2-671-A1-BLACK			\$14.50	
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			\$40.25	
GIRLS/LADIES KNEE SOCKS	4-6 / 6-8 / 7-9	9-11	SO-GRL/LDS-SG/SL-NAVY			\$7.25	
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			\$21.50	
GIRLS/LADIES TIGHTS - (98 % nylon/2% lycra -thinner fabric)	(JS-JM) or (JL-JXL)	(AS-AM) or (AL-AXL)	TIGHTS-J5/A5-NAVY			\$14.50	

SIZE	QTY.	AD. PRICE	TOTAL
		\$33.00	
		\$34.00	
		N/A	
		N/A	
		\$95.50	
		\$14.50	
		N/A	
		\$7.25	
		\$21.50	
		\$14.50	

BOYS - UNIFORM ITEMS

SHORT SLEEVE POLO SHIRT - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1006-J1/J2/A1-WHITE			\$30.75	
LONG SLEEVE POLO SHIRT - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1005-J1/J2/A1-WHITE			\$31.75	
BOYS FLAT FRONT DRESS PANT - elastic back	5-6-7-8-10-12-14-16-18-20	N/A	2015-J3/J4-NAVY			\$40.25	
BOYS FLAT FRONT HUSKY DRESS PANT - elastic back	10-12-14-16-18-20	N/A	2015H-J4-NAVY			\$40.25	
RUGBY PANT - (grades K-2 only)	JXXS-JXS-JS-JM	N/A	5018-J1/J2-NAVY/F			\$33.50	
MENS FLAT FRONT DRESS PANT	N/A	28-30-32-34-36	2088-A2-NAVY			N/A	
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			\$30.25	
BOYS/MENS ANKLE SOCKS	4-6 / 6-8 / 8-10	10-13	SO-BOY/MEN-SB/SM-NAVY			\$7.00	

		\$33.00	
		\$34.00	
		N/A	
		N/A	
		N/A	
		\$52.00	
		\$43.50	
		\$7.00	

BOYS & GIRLS - UNIFORM ITEMS

V-NECK LONG SLEEVE SWEATER - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	2044-J1/J2/A1-SPSROY			\$58.00	
BUTTON FRONT CARDIGAN - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	2045-J1/J2/A1-SPSROY			\$64.50	

		\$60.00	
		\$66.50	

GYM - UNIFORM ITEMS (GRADES 1-7 ONLY)

GYM T-SHIRT - printed	JXXS-JXS-JS-JM-JL-JXL	AS-AM	1027-J2/A1-WHITE			\$14.00	
BASKETBALL LENGTH WICKING STYLE GYM SHORT - printed	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1230L-J2/A1-NAVY			\$23.00	

		\$14.50	
		\$24.00	

BASKETBALL LENGTH WORKING OFF THE CHAIRS ONLY - 10 MIN		NAME:		NAME-TAPES-WHITE				N/A
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		\$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**

Credit Card Number

MM / YY

Cardholder Name

Signature

**ORDERS PAID BY CHEQUE WILL BE
HELD FOR 15 WORKING DAYS**

FULL PAYMENT MUST ACCOMPANY YOUR ORDER
ORDERS ARE ACCEPTED BY FAX/EMAIL WHEN THEY ARE PAID BY VISA OR MASTERCARD.

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	=	
	←	JUNIORS	ADULTS →	
		+ 5% (GST)	+ 12% (GST+PST)	
	=	SUBTOTAL	=	
TOTAL JUNIORS + ADULTS	=			
SHIPPING (INCLUDING TAXES)	+	\$13.45		
TOTAL	=			

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

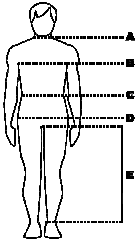
WAIST: MEASURE AROUND NARROWEST PART OF THE WAIST

HIPS: MEASURE AROUND THE FULLEST PART OF HIPS

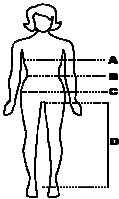
INSEAM: LAY PANTS OF A FAVOURABLE LENGTH ON A FLAT SURFACE - MEASURE ALONG INSEAM FROM CROTCH TO BOTTOM OF LEG

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,671,2020,1006/1005,2015,5018,5014/2044,2045,1027 & 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-2020	18	19	21 1/2	21 1/2	24	26	28	29	30	31	32	32
INSEAM-2015	17	18	21	21	23	25	27	28	29	30	31	31
INSEAM-5018NC	17		19		21		24		27		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

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
LENGTH	19 1/2	19 1/2	19 1/2	19 1/2	19 1/2

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
LENGTH	19 1/2	19 1/2	19 1/2	19 1/2	19 1/2	19 1/2	19 1/2

GIRLS FITTED POLO SHIRT - 1015/1018

	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
HIPS	34/35	36/37	38/39	40/41	42/43
INSEAM	35	35	35	35	35

HUSKY PANT - 2015H

	10	12	14	16	18	20
WAIST	31	32	33	35	37	39
HIP	39	40	41	42	44	46
INSEAM	29 1/2	30 1/2	31 1/2	32 1/2	33 1/2	34 1/2

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