



Dear Parents,

Due to the unprecedented nature of COVID-19 and the resulting social distancing guidelines, our showroom is temporarily closed. In order to better serve you, we are providing the following on all orders received by **no later than June 30, 2021**:

Free shipping

Prepaid return label

Reusable shipping bag

We ask for your cooperation in submitting orders by **June 30, 2021**, 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 (address below).
Our showroom will resume operation based on Government guidelines. Kindly refer to our website for store hours.
3. Send your completed order form by email, fax or regular mail (coordinates below)

SIZING

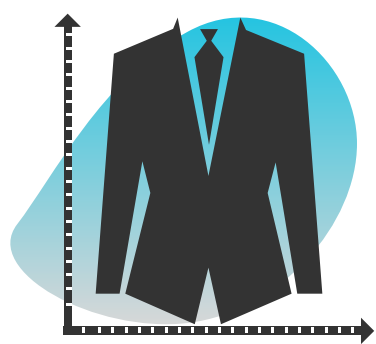
Attached you will find a guide to assist you with sizing. If you are unsure or uncomfortable selecting sizes, please follow the steps below, or contact our customer service department for assistance.

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, 2021 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, 2021 must be paid in full.

Deposit by Cheque

Please provide either an additional post-dated cheque (dated no later than June 15, 2021) 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, 2021.

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

8215 Ch. Montview Mont-Royal, QC, H4P 2L9



Orders must be submitted no later than **June 30, 2021** 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.

We are offering **free shipping on all orders received between May 1, 2021 and June 30, 2021**.

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

PICK-UP ☐
SHIP-OUT ☐
Please select one option

DELIVERY CANNOT BE GUARANTEED BEFORE THE START OF SCHOOL IF YOUR ORDER IS RECEIVED AFTER JUNE 30, 2021.
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	\$43.50	
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			\$32.75	N/A	
BOYS HUSKY TWILL PANT - (65% poly/35% cotton)	10-12-14-16-18-20	N/A	6029-J4-NAVY			\$32.75	N/A	
GIRLS ITEMS								
GIRLS SKORT	4-5-6-7-8-10-12-14-16-18-20	N/A	3035-J3/J4-NAVY			\$28.00	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			\$41.00	N/A	
LADIES KICK PLEAT SKIRT	N/A	4-6-8-10-12-14-16-18-20	3028-A3-NAVY			N/A	\$43.50	
GIRLS CASUAL PANT - SIDE ELASTIC	4-5-6-7-8-10-12-14-16-18-20	N/A	6021-J3/J4-NAVY			\$32.75	N/A	
LADIES CASUAL PANT	N/A	4-6-8-10-12-14-16-18-20	3084-A3-NAVY			N/A	\$43.50	
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			\$24.00	\$25.00	
LONG SLEEVE POLO SHIRT (ring spun cotton)	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1905-J1/J2/A1-WHITE			\$26.00	\$27.00	
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			\$24.00	\$25.00	
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			\$26.00	\$27.00	
RUGBY PANT - FULL ELASTIC WAIST	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL	5018NC-J1/J2/A1-NAVY			\$26.00	\$28.00	
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			\$23.50	\$40.50	
DAZZLE GYM SHORT - BASKETBALL LENGTH	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1030L-J1/J2/A1-NAVY			\$13.50	\$14.50	
HOODED KANGAROO SWEATSHIRT	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1404-J1/J2/A1-NAVY			\$33.50	\$36.25	
SWEATPANT WITH POCKET	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1401P-J1/J2/A1-NAVY			\$28.50	\$30.50	

Payment : ☐ CASH: ☐ ☐ ☐ ☐ CHEQUE: ☐ ☐

Expiration date: _____ MM / YY

Credit Card Number: _____

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

FREE SHIPPING ON ORDERS PLACED
PRIOR TO JUNE 30, 2021.

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	+ \$ 7.00
SUB TOTAL	=
TAX: 14.98 %	+
TOTAL	=
25 % DEPOSIT	→
or	
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 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

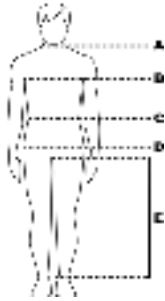
WAIST: MEASURE AROUND NARROWEST PART OF THE WAIST

HIPS: MEASURE AROUND THE FULLEST PART OF HIPS

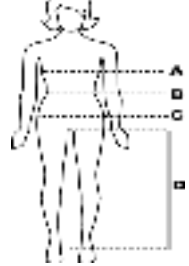
INSEAM: LAY PANTS OF A FAVOURABLE LENGTH ON A FLAT SURFACE - MEASURE ALONG INSEAM FROM CROTCH TO BOTTOM OF LEG

MY CHILD'S MEASUREMENTS (IN INCHES) ARE:

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



AGE:	
FEMALE:	
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 AND SKIRT

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

	JUNIOR SIZE											
	JXXS		JXS		JS		JM		JL		JXL	
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	17		19		21		24		27		29	
INSEAM 1401P	20		22		24		26		28		30	

	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

[illegible]

BOYS HUSKY TWILL PANT with back elastic - 6029						
	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 PLEAT 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

[illegible]