



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, 2020**:

Free shipping

Prepaid return label

Return shipping bag

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**.

## HOW TO ORDER

1. Online at [www.topmarks.ca](http://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

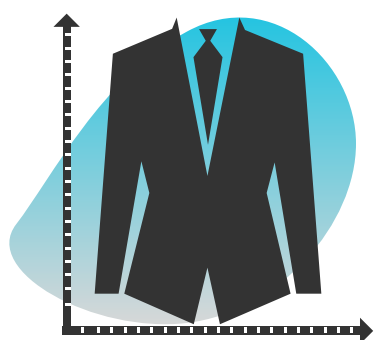
Attached you will find a guide to assist you with sizing. If you are unsure or uncomfortable selecting sizes, please follow the steps below, or contact our customer service department for assistance.

### 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, 2020 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, 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.

### 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](mailto:info@topmarks.ca)



Visit our FAQ page  
[www.topmarks.ca](http://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](http://www.topmarks.ca)** and select "Online Orders"



## Step 2

### REGISTER / SIGN IN

**For new customers**, enter **SUM01** 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](mailto:info@topmarks.ca)



"please print clearly"

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

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

**ORDERS CAN BE FAXED, MAILED, E-MAILED OR PLACED ON LINE**  
**WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD - SUM01**


## SUMMIT SCHOOL - LAURENHILL CAMPUS

MENS ITEMS	JUNIOR	ADULT	STYLE #	SIZE	QTY	JUNIOR	ADULT	TOTAL
LONG SLEEVE POPLIN SHIRT (65% poly/35% cotton)	14-16	AS-AM-AL-AXL-AXXL	1095-J4/A1-WHITE			\$27.50		
MENS COTTON TWILL PANT - (65% poly/35% cotton)	N/A	28-30-32-34-36-38-40-42-44-46	6020-A2-BLACK			N/A	\$42.00	
BOYS ELASTIC BACK COTTON TWILL PANT - (65% poly/35% cotton)	10-12-14-16-18-20	N/A	6015-J4-BLACK			\$31.50	N/A	
BOYS HUSKY COTTON TWILL PANT - (65% poly/35% cotton)	10-12-14-16-18-20	N/A	6029-J4-BLACK			\$31.50	N/A	

GIRLS ITEMS								
FITTED POPLIN SHIRT (65% poly/35% cotton)	JL-JXL	AXS-AS-AM-AL-AXL-20-22	1019-J2/A1-WHITE			\$29.00		
LADIES FLAT FRONT COTTON TWILL PANT (54% cotton/44% poly/2% spandex)	N/A	4-6-8-10-12-14-16-18-20	3084-A3-BLACK			N/A	\$42.00	
SKORT - (65% poly/35% rayon)	N/A	4-6-8-10-12-14-16-18-20	3071-A3-BLACK			N/A	\$56.00	

UNISEX ITEMS								
SHORT SLEEVE POLO SHIRT (ring spun cotton)	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1906-J2/A1-WHITE			\$23.00	\$24.00	
LONG SLEEVE POLO SHIRT (ring spun cotton)	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1905-J2/A1-WHITE			\$25.00	\$26.00	
FULL ZIP FRONT CARDIGAN (75% polyester/25% cotton) - BLACK	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1416J-J2/A1-BLACK			\$40.00	\$43.50	
FULL ZIP FRONT CARDIGAN (75% polyester/25% cotton) - BURGUNDY	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1416J-J2/A1-BURG			\$40.00	\$43.50	
BERMUDA SHORT	10-12-14-16-18-20	28-30-32-34-36-38-40-42-44-46	6016-J4/6013-A2-BLACK			\$34.50		

**Payment :**

CASH: <input type="checkbox"/>	MasterCard <input type="checkbox"/>	VISA <input type="checkbox"/>	CHEQUE: <input type="checkbox"/>	 <input type="checkbox"/>
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Expiration date: \_\_\_\_\_ MM / YY

Credit Card Number: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**CVV CODE**  
(3 DIGITS BEHIND THE CREDIT CARD)  
\_\_\_\_

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**

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

**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**

<b>PURCHASE TOTAL</b>	
<b>SHIPPING</b>	<b>+ \$ 6.50</b>
<b>SUB TOTAL</b>	<b>=</b>
<b>TAX: 14.98 %</b>	<b>+</b>
<b>TOTAL</b>	<b>=</b>
<b>25 % DEPOSIT or PAYMENT IN FULL</b>	<b>→</b>

## SUMMIT SCHOOL - LAURENHILL 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:

**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 SKIRT.

**For Styles, 6015,1006,1005,1416J and 6016 use the generic sizing chart below.**

	JUNIOR SIZES						ADULT SIZES					
	JM		JL		JXL		AXS	AS	AM	AL	AXL	AXXL
SIZE	10	12	14	16	18	20						
HEIGHT	51	54	57	59	60	61	61	62	65	68	71	71+
CHEST	26	27	29	31	32	33	33	35	38	41	44	45
WAIST	24	25	26	27	28	29	27-28	28-29	30-32	32-34	34-36	36-38
HIPS	27	29	31	33	35	36	36	37	38	40	42	44
INSEAM	25	26	27	28	29	29	34	34	34	34	34	34

[illegible]