



Dear Parents,

Top Marks is proud to be your uniform supplier. We assure you that we're committed to serving you to the best of our ability.

We are offering free shipping on all orders received by **June 15, 2023**.

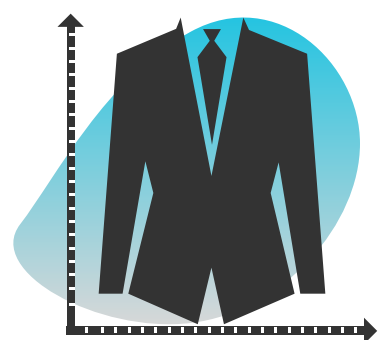
ORDER ONLINE

Visit www.topmarks.ca to place your order. Your school password is **SUM01**.



We ask for your cooperation in submitting orders by **June 15, 2023**, as this will **ensure delivery of your order prior to the start of school**.

MONTREAL FITTING CENTER - BY APPOINTMENT ONLY



Visit www.topmarks.ca to book your fitting appointment (see attached for instructions).

OR

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

You will then be able to place your order online.

PAYMENT

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

Deposit 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**. If you've provided an email address, Canada Post will email with a tracking number once your order has shipped.

Free Shipping

Back-to-school orders received between May 1, 2023 and June 15, 2023 will be eligible for free shipping.

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



(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 15, 2023** 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.

For returning families, please enter your email address and password to sign in.

Should you have questions regarding sizing, please refer to the sizing chart or contact our customer service department.



Step 3

SHOP

Select the "Shop Now" option to begin. For each item select quantity, size and then "Add To Cart".



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, 2023 and June 15, 2023**.

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



FITTING CENTER 101

BY **APPOINTMENT** ONLY

OPERATING HOURS

TUES - FRI: 10:00 - 5:00

SATURDAY: 10:00 - 4:00 (MID-MAY - SEPT)

SUN - MON: CLOSED

8215 CHEMIN MONTVIEW, H4P 2L9

01

Book an **appointment**
online at
www.topmarks.ca

02

Try on samples at our
Fitting Center to find
the right fit.

03

All orders must be
placed **online and will
be shipped out.**

Orders placed before
June 15th will be
shipped **free of charge!**

04

Need to make a **return
or exchange?**

All garments must be
shipped using your
pre-paid label.

Instructions for Booking Appointments Online

For families who wish to book an appointment, 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 online profile, simply login to the system and skip directly to # 3.

1. Enter **SUM01** 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, 9:00am – 5:00pm).

"please print clearly"



STUDENT'S FAMILY NAME:	
ADDRESS:	APT#
CITY:	Postal Code:
SHIP TO: (if different than above)	Postal Code:

STUDENT'S GIVEN NAME:	
Home Phone #	()
Day Phone #	()
Already a Customer? <input type="checkbox"/> No <input type="checkbox"/> Yes #	
e-mail:	

DELIVERY CANNOT BE GUARANTEED BEFORE THE START OF SCHOOL IF YOUR ORDER IS RECEIVED AFTER JUNE 15, 2023.

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)	14-16-18	AS-AM-AL-AXL-AXXL	1095-J4/A1-WHITE			\$30.50		
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	\$46.75	
BOYS ELASTIC BACK COTTON TWILL PANT - (65% poly/35% cotton)	10-12-14-16-18-20	N/A	6015-J4-BLACK			\$35.25	N/A	
BOYS HUSKY COTTON TWILL PANT - (65% poly/35% cotton)	10-12-14-16-18-20	N/A	6029-J4-BLACK			\$35.25	N/A	
GIRLS ITEMS								
FITTED POPLIN SHIRT (65% poly/35% cotton)	JL-JXL	AXS-AS-AM-AL-AXL-20-22	1019-J2/A1-WHITE			\$30.50		
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	\$46.75	
SKORT - (65% poly/35% rayon)	N/A	4-6-8-10-12-14-16-18-20	3071-A3-BLACK			N/A	\$61.50	
UNISEX ITEMS								
SHORT SLEEVE POLO SHIRT (ring spun cotton)	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1906-J2/A1-WHITE			\$26.25	\$27.25	
LONG SLEEVE POLO SHIRT (ring spun cotton)	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1905-J2/A1-WHITE			\$28.25	\$29.25	
FULL ZIP FRONT CARDIGAN (75% polyester/25% cotton) - BLACK	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1416J-J2/A1-BLACK			\$45.00	\$48.50	
FULL ZIP FRONT CARDIGAN (75% polyester/25% cotton) - BURGUNDY	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1416J-J2/A1-BURG			\$45.00	\$48.50	
BERMUDA SHORT	10-12-14-16-18-20	28-30-32-34-36-38-40-42-44-46	6016-J4/6013-A2-BLACK			\$38.25		

Payment :

CASH: <input type="checkbox"/>	MasterCard <input type="checkbox"/>	VISA <input type="checkbox"/>	CHEQUE: <input type="checkbox"/>	Interac <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

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

FREE SHIPPING ON ORDERS
PLACED PRIOR TO JUNE 15, 2023.

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

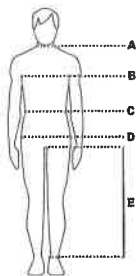
PURCHASE TOTAL	=
SHIPPING	+ \$ 7.75
SUB TOTAL	=
TAX: 14.98 %	+
TOTAL	=

"SHIPPING CHARGES MAY VARY WITHOUT NOTICE"

SUMMIT SCHOOL LAURENHILL CAMPUS

UNSURE OF A SIZE ? HERE'S HELP

TO ENSURE A GREAT FIT, MEASURE YOUR CHILD CAREFULLY - KEEP TAPE FIRM BUT NOT TIGHT.



NECK (A): MEASURE LOOSELY AROUND THE NECK. YOU SHOULD BE ABLE TO FIT 1 FINGER BETWEEN THE NECK AND THE TAPE.

CHEST (B): MEASURE AROUND THE FULLEST PART OF THE CHEST/BUST (1 INCH BELOW THE ARMPIT).

WAIST (C): MEASURE AROUND THE WAIST WHERE YOUR CHILD WEARS THEIR PANT OR SKIRT.

HIPS (D): MEASURE AROUND THE FULLEST PART OF THE HIP.

INSEAM (E): MEASURE FROM THE CROTCH ALONG THE INSIDE LEG DOWN TO YOUR PREFERRED LENGTH.

LONG SLEEVE POPLIN SHIRT- 1095

	14	16	18	AS	AM	AL	AXL	AXXL
CHEST	36/37	38/39	39/40	33/35	36/39	40/43	44/47	48/51
NECK	14	14 1/2	15	15	16	17	18	19
SLEEVE LENGTH FROM CENTER BACK	30 1/2	31 1/4	32 1/4	35	35 1/4	35 1/2	35 3/4	36

MENS PANT & WALKING SHORT - 6020/6013

	28	30	32	34	36	38	40	42	44	46
WAIST	27/28	29/30	31/32	33/34	35/36	37/38	39/40	41/42	43/44	45/46
HIP	33/34	35/36	37/38	39/40	41/42	43/44	45/46	47/48	49/50	51/52
INSEAM/PANT	34	34	34	34	34	34	34	34	34	34

BOYS PANT (with back elastic) - 6015

	10	12	14	16	18	20
WAIST	22 1/2	23 1/2	24 1/2	25 1/2	26 1/2	28 1/2
HIPS	29/30	30/31	31/32	32/33	33/34	35/36
INSEAM /PANT	27	28	29	30	31	31

JUNIOR WALKING SHORT- 6016

	10	12	14	16	18	20
WAIST	25	26	27	28	29	30
HIP	28/29	29/30	30/31	31/32	32/33	34/35

JUNIOR HUSKY PANT WITH HALF ELASTIC WAIST- 6029

	10	12	14	16	18	20
WAIST	30 1/2	31 1/2	32 1/2	34 1/2	36 1/2	38 1/2
HIP	38/39	39/40	40/41	41/42	43/44	45/46
INSEAM	29 1/2	30 1/2	31 1/2	32 1/2	33 1/2	34 1/2

FITTED POPLIN SHIRT- 1019

	JL	JXL	AXS	AS	AM	AL	AXL	20	22
CHEST	29/30	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45
SLEEVE LENGTH CENTER-BACK	29 1/2	30 1/2	31	31 1/2	32	32 1/2	33	33 1/2	34

LADIES DRESS 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

SKORT- 3071

	4	6	8	10	12	14	16	18	20
WAIST	23 3/4	25 3/4	27 3/4	29 3/4	31 3/4	33 3/4	35 3/4	37 3/4	39 3/4
HIPS	32/33	34/35	36/37	38/39	40/41	42/43	44/45	46/47	48/49
LENGTH	15 3/4	16	16 1/4	16 1/2	16 3/4	17	17 1/4	17 1/2	17 3/4

LONG AND SHORT SLEEVE POLO SHIRT-1905/1906

	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL
CHEST	28/30	30/32	32/34	35/36	37/38	39/40	41/42	43/44	45/46

FULL ZIP FRONT CARDIGAN- 1416J

	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL
CHEST	30/31	32/33	34/35	36/38	38/39	40/42	43/44	45/46	47/48