TOP MARKS

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:**

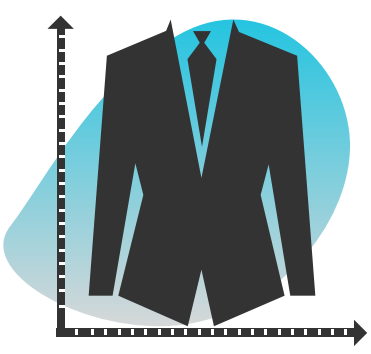
Free shipping | Prepaid return label | Return shipping bag

HOW TO ORDER

1. Online at www.topmarks.ca (your school password is **SJB01**)

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

TOP MARKS

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 **SJB01** 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

* PLEASE "PRINT" CLEARLY *

TOP MARKS

STUDENT'S FAMILY NAME:	STUDENT'S GIVEN NAME:
ADDRESS: APT#	Home Phone # ( )
CITY: Postal Code: -	Day Phone # ( )
SHIP TO: (if different than above) Postal Code: -	Already a Customer? ☐ No ☐ Yes #
	e-mail:

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 - SJB01

ST. JOHN BREBEUF SCHOOL

DESCRIPTION	JUNIOR	ADULT	STYLE #	SIZE	QTY	JR.PRICE	AD.PRICE	TOTAL
SHORT SLEEVE POLO SHIRT - **emb.**	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1006-J1/J2/A1-WHITE			$26.00	$28.00	
LONG SLEEVE POLO SHIRT - **emb.**	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1005-J1/J2/A1-WHITE			$28.00	$30.00	
PULL ON PANT **- full elastic waist**	2-3-JXXS-JXS-JS-JM-JL-JXL	N/A	5018NC-J1/J2-NAVY			$30.00	N/A	
BOYS POLY/COTTON TWILL PANT - **elastic back**	4-5-6-7-8-10-12-14-16-18-20	N/A	6015-J3/J4-NAVY			$34.00	N/A	
JUNIOR UNISEX HUSKY PANT	8-10-12-14-16-18-20	N/A	6029-J4-NAVY			$34.00	N/A	
MENS POLY/COTTON TWILL PANT	N/A	28-30-32-34-36-38-40-42-44	6020-A2-NAVY			N/A	$42.50	
BER MUDA SHORT - **junior/adult**	4-5-6-7-8-10-12-14-16-18-20	28-30-32-34-36-38-40-42-44	5014-J3/J4-6027-A2-NAVY			$27.50	$38.50	
NAVY BOYS SOCKS	4-6 / 6-8 / 8-10	10-13	SO-BOY/MEN-SB/SM-NAVY			$6.25	$6.25	
BLACK BOYS SOCKS	4-6 / 6-8 / 8-10	10-13	SO-BOY/MEN-SB/SM-BLACK			$6.25	$6.25	
V-NECK SLEEVELESS VEST - **emb.**	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	2004-J1/J2/A1-NAVY			$45.00	$45.00	
V-NECK LONG SLEEVE SWEATER - **emb.**	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	2044-J1/J2/A1-NAVY			$50.00	$50.00	
BUTTON FRONT CARDIGAN - **emb.**	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	2045-J1/J2/A1-NAVY			$55.00	$55.00	
GIRLS BOX PLEAT TUNIC- **emb. (Kindergarten- Grade 4 only)**	4-5-6-6X-7-8-10-12-14-16-18-20	N/A	3022-J3/J4-DK/NVY			$55.00	N/A	
GIRLS POLY/COTTON TWILL PANT **(Kindergarten- Grade 4 only)**	4-5-6-7-8-10-12-14-16-18-20	N/A	6021-J3/J4-NAVY			$34.00	N/A	
SKORT - **elastic back (Kindergarten- Grade 4 only)**	4-5-6-7-8-10-12-14-16-18-20	N/A	3035-J3/J4-NAVY			$30.00	N/A	
GIRLS TARTAN KILT **(Grade 5-8 only)**	8-10-12-14-16-18-20	N/A	3020-J4-CGS			$78.00	N/A	
LADIES TARTAN KILT **(Grade 5-8 only)**	N/A	4-6-8-10-12-14-16-18-20	302520-A3-CGS			N/A	$81.00	
NAVY GIRLS KNEE SOCKS	4-6 / 6-8 / 7-9	9-11	SO-GRL/LDS-SG/SL-NAVY			$6.25	$6.25	
GREY GIRLS KNEE SOCKS	4-6 / 6-8 / 7-9	9-11	SO-GRL/LDS-SG/SL-GREY			$6.25	$6.25	
NAVY TIGHTS- **(98% NYLON/ 2% LYCRA- THINNER FABRIC)**	(JS-JM) OR (JL-JXL)	(AS-AM) OR (AL-AXL)	TIGHTS-J5/A5-NAVY			$13.50	$13.50	
NAVY TIGHTS- **(85% COTTON/ 10% NYLON/5% ELASTHANE- THICKER FABRIC)**	4-6/6-8 /8-10 /10+/12+	AS/AM/AL/AXL	TIGHTS-J6/A6-HVY/NV			$20.00	$20.00	
GREY TIGHTS- **(98% NYLON/ 2% LYCRA- THINNER FABRIC)**	(JS-JM) OR (JL-JXL)	(AS-AM) OR (AL-AXL)	TIGHTS-J5/A5-GREY			$13.50	$13.50	
GREY TIGHTS- **(85% COTTON/ 10% NYLON/5% ELASTHANE- THICKER FABRIC)**	4-6/6-8 /8-10 /10+/12+	AS/AM/AL/AXL	TIGHTS-J6/A6-HVY/GR			$20.00	$20.00	
GYM UNIFORM (GRADE 2- 8)								
GYM T-SHIRT - **emb.**	JXXS-JXS-JS-JM-JL-JXL	AS-AM-AL-AXL-AXXL	1027-J1/J2/A1-WHITE			$15.00	$15.00	
DAZZLE SHORT- **printed**	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1030L-J1/J2/A1-BURG			$22.50	$23.50	

Payment :

CASH: ☐ MasterCard ☐ VISA ☐ CHEQUE: ☐ Interac ☐

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

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

PURCHASE TOTAL	
SHIPPING	+ $7.00
SUB TOTAL	=
TAX: 5%	+
TOTAL	=
25 % DEPOSIT → or PAYMENT IN FULL →	

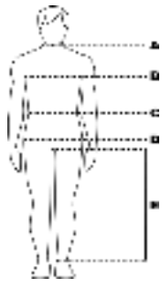
SIZING CHART
ST. JOHN BREBEUF SCHOOL

UNSURE OF A SIZE ? HERE'S HELP
TO ENSURE A GREAT 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	



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

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

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

	JUNIOR SIZES												
	XXS		JXS		JS		JM		JL		JXL	
SIZE	**3**	**4**	**5**	**6**	**6X**	**7**	**8**	**10**	**12**	**14**	**16**	**18**	**20**
HEIGHT	35-38	39	42	43	45	47	49	51	54	57	59	60	61
CHEST	22	23	23	23	24	24	25	26	27	29	31	32	33
WAIST	20	20-1/2	21	21	22	22	23	24	25	26	27	28	29
HIPS	21-1/2	22	22-1/2	23	24	25	26	27	29	31	33	35	36
INSEAM	16	17	18	19	20	22	24	26	27	28	29	30	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	34	34	34	34	34	34

LADIES KILT - 302520

	4	**6**	**8**	**10**	**12**	**14**	**16**	**18**	**20**	**22**
WAIST	21/22	23/24	25/26	27/28	29/30	31/32	33/34	35/36	37/38	39/40
HIPS	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45	46/47	48/49

MENS PANT/BERMUDA SHORT- 6020/6027

	28	**30**	**32**	**34**	**36**	**38**	**40**	**42**	**44**
WAIST	27/28	29/30	31/32	33/34	35/36	37/38	39/40	41/42	43/44
INSEAM	34	34	34	34	34	34	34	34	34

UNISEX JUNIOR HUSKY PANT- 6029

	8	**10**	**12**	**14**	**16**	**18**	**20**
WAIST	30	31	32	33	35	37	39
INSEAM	28 1/2	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

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