



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 are providing free shipping on all orders received by **no later than June 15, 2022:**

HOW TO ORDER

1. Online at www.topmarks.ca. Your school password is **ALP01**.

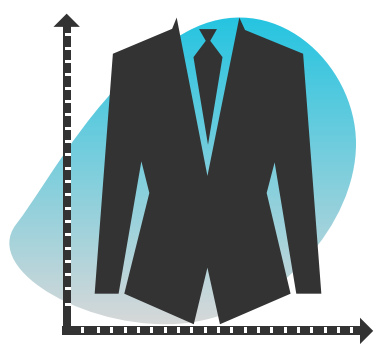
OR

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 15, 2022**, 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, 2022 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, 2022 must be paid in full.

Deposit by Cheque

Please provide either an additional post-dated cheque (dated no later than June 15, 2022) 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

Back-to-school orders received between May 1, 2022 and June 15, 2022 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



1 (800) 667-7105 (toll free)
(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, 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 **ALP01** 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, 2022 and June 15, 2022**.

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



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

DELIVERY CANNOT BE GUARANTEED BEFORE THE START OF SCHOOL IF ORDER IS RECEIVED AFTER JUNE 15, 2022.

ORDERS CAN BE FAXED, MAILED, E-MAILED OR PLACED ON LINE

WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD - ALP01

ST.ALPHONSUS SCHOOL - GRADES K-8

DESCRIPTION	JUNIOR	ADULT	STYLE #	SIZE	QTY	JR.PRICE	AD.PRICE	TOTAL
SHORT SLEEVE POLO SHIRT - printed crest	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1006-J1/J2/A1-WHITE			\$28.00	\$30.00	
SHORT SLEEVE POLO SHIRT - printed crest	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1006-J1/J2/A1-DK/NVY			\$31.00	\$33.00	
LONG SLEEVE POLO SHIRT - printed crest	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1005-J1/J2/A1-WHITE			\$29.50	\$31.50	
LONG SLEEVE POLO SHIRT - printed crest	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1005-J1/J2/A1-DK/NVY			\$32.50	\$34.50	
GIRLS FITTED SHORT SLEEVE POLO - printed crest	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1015-J1/J2/A1-WHITE			\$28.00	\$30.00	
GIRLS FITTED SHORT SLEEVE POLO - printed crest	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1015-J1/J2/A1-DK/NVY			\$31.00	\$33.00	
ELASTIC WAIST PULL ON PANT	2-3-JXXS-JXS-JS-JM-JL-JXL	N/A	5018NC-J1/J2-NAVY			\$31.00	N/A	
BOYS FLAT FRONT POLY/COTTON TWILL PANT - elastic back	4-5-6-7-8-10-12-14-16-18-20	N/A	6015-J3/J4-NAVY			\$36.00	N/A	
BOYS / MENS FLAT FRONT POLY/COTTON TWILL PANT	8-10-12-14-16-18-20	26-28-30-32-34-36-38-40-42-44	6035-J4-6020-NAVY			\$44.00		
GIRLS BOX PLEAT TUNIC (grades K-4)	4-5-6-6X-7-8-10-12-14-16-18-20	N/A	3022-J3/J4-DK/NVY			\$45.50	N/A	
GIRLS POLY/COTTON TWILL PANT	4-5-6-7-8-10-12-14-16-18-20	N/A	6021-J3/J4-NAVY			\$36.00	N/A	
SKORT - elastic back	4-5-6-7-8-10-12-14-16-18-20	N/A	3035-J3/J4-NAVY			\$32.50	N/A	
LADIES POLY/COTTON TWILL PANT WITH SPANDEX	N/A	4-6-8-10-12-14-16-18-20	3084-A3-NAVY			N/A	\$44.00	
JUNIOR UNISEX HUSKY PANT	8-10-12-14-16-18-20	N/A	6029-J4-NAVY			\$36.50	N/A	
FLAT FRONT WALKING SHORT	4-5-6-7-8-10-12-14-16-18-20	N/A	5014-J3/J4-NAVY			\$24.50	N/A	
UNISEX CARGO SHORT (grades 7 & 8 ONLY)	8-10-12-14-16-18-20	28-30-32-34-36-38-40-42-44	6026-J4/6025-A2-NAVY			\$42.50	\$43.50	
FULL ZIP HOODED FLEECE TOP - embroidered crest	JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1220-J2/A1-NAVY			\$38.00	\$40.00	
FULL ZIP FRONT JERSEY KNIT CARDIGAN - embroidered crest	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1416J-J1/J2-A1-NAVY			\$50.50	\$52.50	
BOYS SOCKS	4-6 / 6-8 / 8-10	10-13	SO-BOY/MEN-SB/SM-NAVY			\$6.00		
GIRLS KNEE SOCKS	4-6 / 6-8 / 7-9	9-11	SO-GRL/LDS-SG/SL-NAVY			\$6.00		
MODESTY SHORT (worn under the tunic)	JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	671Y-J2/671-A1-BLACK			\$14.00		
GIRLS TIGHTS	(JS-JM) OR (JL-JXL)	(AS-AM) OR (AL-AXL)	TIGHTS-J5/A5-NAVY			\$14.00		


GYM UNIFORM - GRADES 5-8


GYM T-SHIRT - printed crest	JM-JL-JXL	AS-AM-AL-AXL-AXXL	1027-J2/A1-GREY			\$15.50	\$17.50	
DAZZLE SHORT	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1030L-J2/A1-NAVY			\$17.00	\$18.50	

NAMETAPES (75 PER PACK)	NAME:		NAME-TAPES-WHITE			\$9.50	
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Payment :

CASH: ☐

 ☐

 ☐

CHEQUE: ☐

 ☐

Expiration date

Credit Card Number

Cardholder Name

Signature

ORDERS PAID BY CHEQUE WILL BE HELD FOR 16 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

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

FREE SHIPPING ON
ORDERS PLACED PRIOR TO
JUNE 15, 2022.

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

SIZING CHART

ST.ALPHONSUS SCHOOL

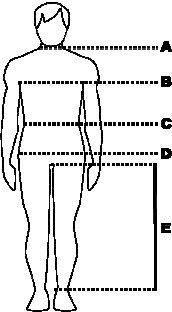
UNSURE OF A SIZE ? HERE'S HELP

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/FEMALE :	
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 OR SKIRT.

FOR THE FOLLOWING STYLES **1006 / 1005 / 5018NC / 6021 / 1416J / 1220 / 671/671Y / 1030L** and **1027** PLEASE
USE GENERIC SIZE BOXES BELOW.

JUNIOR SIZE													
		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-6021	17	18	19	21 1/2	21 1/2	24	26	28	29	30	31	32	32
INSEAM-5018NC	16	17		19		21		24		27		29	

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

<u>FITTED POLO-1015</u>													
	JXXS	JXS	JS	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL	
CHEST	21/22	23/24	24/25	26/27	28/29	30/31	32/33	34/35	36/37	38/39	40/41	42/43	
<u>LADIES PANTS -3084</u>													
	4	6	8	10	12	14	16	18	20				
WAIST	25	27	29	31	33	35	37	39	41				
HIPS	31 1/2	33 1/2	35 1/2	37 1/2	39 1/2	41 1/2	43 1/2	45 1/2	47 1/2				
INSEAM	33	33	33	33	33	34	34	34	34				
<u>BOX PLEAT TUNIC-3022</u>													
	2	3	4	5	6	6X	7	8	10	12	14	16	18
CHEST	25 1/2	26	26 1/2	27	27 1/2	28	28 1/2	29 1/2	30/31	31/32	33/34	34/35	36/37
LENGTH	19	21	22	24	26	27	28	30	32 1/2	34 1/2	36 1/2	38 1/2	40 1/2
<u>MENS PANTS /CARGO SHORT- 6025/6020</u>													
	26	28	30	32	34	36	38	40	42	44			
WAIST	25/26	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	34			
<u>WALKING SHORTS / BOYS PANTS- 5014 / 6015</u>													
	4	5	6	7	8	10	12	14	16	18	20		
WAIST	20 1/2	21	21 1/2	22	22 1/2	23 1/2	24 1/2	25 1/2	26 1/2	27 1/2	29		
INSEAM	17	18	20	23	25	27	28	29	30	31	31		
<u>BOYS PANTS & CARGO SHORT - 6035/6026</u>													
	8	10	12	14	16	18	20						
WAIST	24 1/2	25 1/2	26 1/2	27 1/2	28 1/2	29 1/2	30 1/2						
INSEAM	27 1/2	28 1/2	29 1/2	30 1/2	31 1/2	32 1/2	33 1/2						
<u>UNISEX JUNIOR HUSKY PANT- 6029</u>													
	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						

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

BOYS/MENS SOCKS				
SHOE SIZE	1-7	7-13	1-6	7-12
SOCK SIZE	4-6	6-8	8-10	10-13
GIRLS SOCKS				
SHOE SIZE	1-7	7-13	1-5	6-9
SOCK SIZE	4-6	6-8	7-9	9-11