



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, 2021**:

Free shipping

Prepaid return label

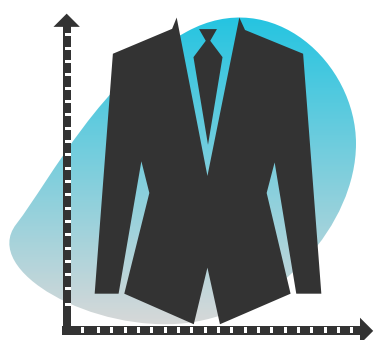
Reusable shipping bag

HOW TO ORDER

1. Online at www.topmarks.ca (your school password is **MCS01**)
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, 2021**, 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, 2021 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, 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

Back-to-school orders received between May 1, 2021 and June 30, 2021 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

5760 Ferrier Street, Mont-Royal, QC, H4P 1M7



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 **MCS01** 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



STUDENT'S FAMILY NAME:	
ADDRESS:	APT#
CITY:	Postal Code:
SHIP TO:	Postal Code:
<small>(If different than above)</small>	

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 ORDER IS RECEIVED AFTER JUNE 30, 2021.

ORDERS CAN BE FAXED, MAILED, E-MAILED OR PLACED ONLINE

WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD - MCS01

Montcrest School (JK-8)

DRESS UNIFORM	JUNIOR SIZE	ADULT SIZE	STYLE #	JUNIOR			
				SIZE	QTY	PRICE	TOTAL
UNISEX SHORT SLEEVE POLO SHIRT - White / emb. (also can be worn for gym)	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1906-J1/J2/A1-WHITE			\$30.00	
UNISEX LONG SLEEVE POLO SHIRT - White / emb.(also can be worn for gym)	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1905-J1/J2/A1-WHITE			\$32.00	
UNISEX SHORT SLEEVE POLO SHIRT - Navy / emb.(also can be worn for gym)	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1906-J1/J2/A1-DK/NAVY			\$30.00	
UNISEX LONG SLEEVE POLO SHIRT - Navy / emb.(also can be worn for gym)	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1905-J1/J2/A1-DK/NAVY			\$32.00	
INISEX DRESS PANT - with back elastic (Grades 1-8)	4-5-6-7-8-10-12-14-16-18-20	N/A	2015-J3/J4-BSLCGY			\$37.00	
UNISEX DRESS PANT (HUSKY FIT) - with back elastic (Grades 1-8)	8-10-12-14-16-18-20	N/A	2015H-J4-BSLCGY			\$37.00	
FLAT FRONT DRESS PANT - REGULAR FIT (Grades 1-8)	N/A	28-30-32-34-36	2088-A2-BSLCGY			N/A	
FLAT FRONT DRESS PANT - SLIM FIT (Grades 1-8)	N/A	26-28-30-32-34-36	2188-A2-BSLCGY			N/A	
BERMUDA SHORT (Grades 1-8)	4-5-6-7-8-10-12-14-16-18-20	N/A	5014-J3/J4-BSLCGY			\$32.00	
BELT (Grades 5-8)	22-24	26-28-30-32-34	BELT-A2-BLACK			\$20.00	
ZIP FRONT JERSEY CARDIGAN emb.	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1416J-J2/A1-NAVY			\$49.50	
FITTED SHORT SLEEVE POLO SHIRT - White / emb.(also can be worn for gym) (Grades 5-8 only)	JM-JL-JXL	AXS-AS-AM	1915-J1/J2/A1-WHITE			\$30.00	
FITTED LONG SLEEVE POLO SHIRT - White / emb.(also can be worn for gym) (Grades 5-8 only)	JM-JL-JXL	AXS-AS-AM	1918-J1/J2/A1-WHITE			\$32.00	
FITTED SHORT SLEEVE POLO SHIRT - Navy / emb.(also can be worn for gym) (Grades 5-8 only)	JM-JL-JXL	AXS-AS-AM	1915-J1/J2/A1-DK/NAVY			\$30.00	
FITTED LONG SLEEVE POLO SHIRT - Navy / emb.(also can be worn for gym) (Grades 5-8 only)	JM-JL-JXL	AXS-AS-AM	1918-J1/J2/A1-DK/NAVY			\$32.00	
POLO SHORT SLEEVE DRESS emb. (Grades JK-4)	3-JXXS-JXS-JS-JM-JL-JXL	N/A	3915-J1/J2-DK/NAVY			\$39.50	
JUNIOR KICK PLEAT SKIRT with sewn in Lycra Short (Grades 5-8)	8-10-12-14-16-18-20	N/A	3128JR-J4-BSLCGY			\$44.00	
ADULT KICK PLEAT SKIRT with sewn in Lycra Short (Grades 5-8)	N/A	10-12-14-16	3128-A3-BSLCGY			N/A	
MODESTY SHORT (Grade JK-4)	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	671Y-J2/671-A1-BLACK			\$14.00	

GYM UNIFORM (ALSO DRESS UNIFORM FOR GRADES JK/SK)

SHORT SLEEVE T-SHIRT - printed	3-JXXS-JXS-JS-JM-JL-JXL	AS-AM	1027-J2/A1-A/GREY			\$16.50	
LONG SLEEVE T-SHIRT - printed	3-JXXS-JXS-JS-JM-JL-JXL	AS-AM	1032-J2/A1-A/GREY			\$18.00	
UNISEX MESH GYM SHORT- printed	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1230L-J2/A1-NAVY			\$22.00	
FITTED MESH GYM SHORT -printed	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1231-J2/A1-NAVY			\$22.00	
LEGGINGS - printed (Grades JK-4)	3-JXXS-JXS-JS-JM-JL-JXL	N/A	5024-J1/J2/A1-NAVY			\$22.00	
YOGA PANT - printed (Grades 5-8)	JM-JL-JXL	AXS-AS-AM	5120-J2/A1-BLACK			\$38.50	
JOGGING PANTS -printed	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1401P-J1/J2/A1-NAVY			\$32.00	
HOODED SWEATSHIRT -printed	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1404-J2/A1-NAVY			\$39.00	

SOCKS & TIGHTS

NAVY KNEE SOCKS- (Grades 1-8)	(4-6) / (6-8) / (7-9)	9-11	SO-GRL/LDS-SG/SL-NAVY			\$6.75	
GREY ANKLE SOCKS- (Grades 1-8)	(4-6) / (6-8) / (8-10)	10-13	SO-BOY/MEN-SB/SM-GREY			\$6.75	
NAVY HEAVYWEIGHT TIGHTS (Grades 5-8)	(4-6) / (6-8) / (8-10) / (10-12) / (12-14)	AS-AM	TIGHTS-J6/A6-HVY/NAVY			\$20.00	

Payment: ☐ CASH ☐ ☐ ☐ CHEQUE ☐

Expiration date: /

Credit Card Number:

Cardholder Name:

Signature:

ORDERS PAID BY CHEQUE WILL BE HELD FOR 14 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
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

ADULT			
SIZE	QTY	PRICE	TOTAL
		\$32.00	
		\$34.00	
		\$32.00	
		\$34.00	
		N/A	
		N/A	
		\$53.00	
		\$53.00	
		N/A	
		\$20.00	
		\$51.50	
		\$32.00	
		\$34.00	
		\$32.00	
		\$34.00	
		N/A	
		N/A	
		\$52.00	
		\$14.00	

		\$17.50	
		\$19.00	
		\$24.00	
		\$24.00	
		N/A	
		\$40.50	
		\$36.00	
		\$41.00	

		\$6.75	
		\$6.75	
		\$20.00	

= PURCHASE TOTAL =		
← JUNIORS + 8%(GST) + ADULTS + 13%(HST) →		
= SUB TOTAL =		
TOTAL JUNIORS + ADULTS =		
SHIPPING (INCLUDING TAXES) =	\$10.74	
TOTAL =		
25% DEPOSIT or FULL PAYMENT →		

MONTCREST SCHOOL
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 ENSURE A PROPER FIT, MEASURE YOUR CHILD CAREFULLY - KEEP TAPE FIRM BUT NOT TIGHT.

- HEIGHT:

CHEST:

WAIST:

HIPS:

INSEAM:
- STAND WITHOUT SHOES AGAINST THE WALL - MEASURE FROM TOP OF HEAD TO THE FLOOR

MEASURE AROUND FULLEST PART OF THE CHEST

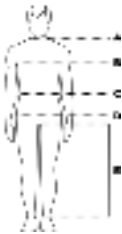
MEASURE AROUND NARROWEST PART OF THE WAIST

MEASURE AROUND THE FULLEST PART OF HIPS

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.

FOR STYLES 1906,1905,2015,5014,1416J,671Y,671,1027,1032,1230L,5024,1401P,1404 PLEASE SEE THE GENERIC SIZING BOX 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 2015	16	17	18	21	21	23	25	27	28	29	30	31	31
INSEAM 5024	15 3/4	16 3/4		18 3/4		20 3/4		22 3/4		24 3/4		26 3/4	
INSEAM 1401P	18	20		22		24		26		28		30	

ADULT SIZES			
SIZE	AXS	AS	AM
HEIGHT	61	62	65
CHEST	33	35	38
WAIST	27-28	28-29	30-32
HIPS	36	37	38
INSEAM 1401P	32	32 1/2	33

BOYS HUSKY DRESS PANT -2015H											
	8	10	12	14	16	18	20				
WAIST	30	31	32	33	35	37	39				
HIP	40	41	42	43	44	46 1/2	48 1/2				
INSEAM	28 1/2	29 1/2	30 1/2	31 1/2	32 1/2	33 1/2	34 1/2				
MENS FLAT FRONT DRESS PANT (REGULAR FIT) -2088											
	28	30	32	34	36						
WAIST	27/28	29/30	31/32	32/34	35/36						
HIPS	34/35	36/37	38/39	40/41	42/43						
INSEAM	35	35	35	35	35						
MENS FLAT FRONT DRESS PANT (SLIM FIT) -2188											
	26	28	30	32	34	36					
WAIST	25/26	27/28	29/30	31/32	32/34	35/36					
HIPS	31/32	32/33	34/35	36/37	38/39	40/41					
INSEAM	35	35	35	35	35	35					
FITTED POLO SHIRT-1915/1918											
	3	JXXS	JXS	JS	JM	JL	JXL	AXS	AS	AM	
CHEST	18/19	20/21	22/23	24/25	26/27	28/29	30/31	32/33	34/35	36/37	
JUNIOR SKIRT-3128JR											
	8	10	12	14	16	18	20	ADULT SKIRT-3028			
WAIST	21/22	23/24	24/25	25/26	26/27	27/28	28/29	10	12	14	16
HIPS	25/26	27/28	28/29	29/30	30/31	31/32	32/33	29/30	31/32	33/34	35/36
LENGTH	18	19	20	20	20	20	20	37/38	39/40	41/42	43/44
								20	20	20	23
POLO SHORT SLEEVE DRESS -3915											
	3	JXXS	JXS	JS	JM	JL	JXL				
CHEST	18/19	20/21	22/23	24/25	26/27	28/29	30/31				
HIPS AT SEAM LINE	24	25	26	27	29	31	33				
GIRLS MESH GYM SHORT -1231											
	3	JXXS	JXS	JS	JM	JL	JXL	AXS	AS	AM	
WAIST	16/17	18/19	19/20	20/21	21/22	23/24	25/26	27/28	29/30	31/32	
HIPS	22/23	24/25	26/27	28/29	30/31	32./33	34/35	36/37	38/39	40/41	
YOGA PANT -5120											
	JM	JL	JXL	AXS	AS	AM					
WAIST	20/21	22/23	24/25	25/26	27/28	29/30					
INSEAM	26	28	29	29 1/2	30	30 1/2					

GIRLS SOCKS				
SHOE SIZE	1-7	7-13	1-5	6-9
SOCK SIZE	4-6	6-8	7-9	9-11

BOYSMENS SOCKS				
SHOE SIZE	1-7	7-13	1-6	7-11
SOCK SIZE	4-5	6-8	8-10	10-13

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