TOP MARKS

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**:

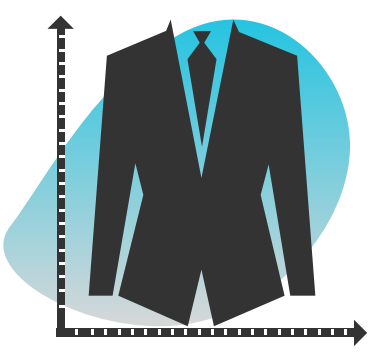
HOW TO ORDER

1. Online at www.topmarks.ca. Your school password is **MCS01**.

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

TOP MARKS

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 **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, 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

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 15, 2022.

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	JUNIOR QTY	JUNIOR PRICE	JUNIOR TOTAL	ADULT SIZE	ADULT QTY	ADULT PRICE	ADULT 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			$32.50				$34.50	
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			$34.50				$36.50	
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/NVY			$32.50				$34.50	
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/NVY			$34.50				$36.50	
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			$40.00				N/A	
UNISEX DRESS PANT **(HUSKY FIT) - with back elastic (Grades 6-8)**	8-10-12-14-16-18-20	N/A	2015H-J4-BSLCGY			$40.00				N/A	
FLAT FRONT DRESS PANT - REGULAR FIT **(Grades 6-8)**	N/A	28-30-32-34-36	2088-A2-BSLCGY			N/A				$56.50	
FLAT FRONT DRESS PANT - SLIM FIT **(Grades 6-8)**	N/A	26-28-30-32-34-36	2188-A2-BSLCGY			N/A				$56.50	
BERMUDA SHORT **(Grades 1-8)**	4-5-6-7-8-10-12-14-16-18-20	N/A	5014-J3/J4-BSLCGY			$34.50				N/A	
BELT **(Grades 5-8)**	22-24	26-28-30-32-34	BELT-A2-BLACK			$21.50				$21.50	
ZIP FRONT JERSEY CARDIGAN **emb.**	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1416J-J2/A1-NAVY			$52.50				$54.50	
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			$32.50				$34.50	
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			$34.50				$36.50	
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/NVY			$32.50				$34.50	
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/NVY			$34.50				$36.50	
POLO SHORT SLEEVE DRESS **emb. (Grades JK-4)**	3-JXXS-JXS-JS-JM-JL-JXL	N/A	3915-J1/J2-DK/NVY			$42.50				N/A	
JUNIOR KICK PLEAT SKIRT with **sewn in Lycra Short (Grades 5-8)**	8-10-12-14-16-18-20	N/A	3128JR-J4-BSLCGY			$47.50				N/A	
ADULT KICK PLEAT SKIRT with **sewn in Lycra Short (Grades 5-8)**	N/A	10-12-14-16	3128-A3-BSLCGY			N/A				$56.00	
MODESTY SHORT **(Grade JK-4)**	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	671Y-J2/671-A1-BLACK			$15.00				$15.00	
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			$18.00				$19.00	
LONG SLEEVE T-SHIRT **- printed**	3-JXXS-JXS-JS-JM-JL-JXL	AS-AM	1032-J2/A1-A/GREY			$19.50				$20.50	
UNISEX MESH GYM SHORT- **printed**	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1230L-J2/A1-NAVY			$24.00				$26.00	
FITTED MESH GYM SHORT **-printed**	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1231-J2/A1-NAVY			$24.00				$26.00	
LEGGINGS **- printed (Grades JK-4)**	3-JXXS-JXS-JS-JM-JL-JXL	N/A	5024-J1/J2-NAVY			$24.00				N/A	
YOGA PANT **- printed (Grades 5-8)**	JM-JL-JXL	AXS-AS-AM	5120-J2/A1-BLACK			$41.00				$43.00	
JOGGING PANTS **-printed**	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1401P-J1/J2/A1-NAVY			$35.00				$39.00	
HOODED SWEATSHIRT **-printed**	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1404-J2/A1-NAVY			$42.00				$44.00	
SOCKS & TIGHTS											
NAVY KNEE SOCKS- **(Grades 1-8)**	(4-6) / (6-8) / (7-9)	9-11	SO-GRL/LDS-SG/SL-NAVY			$7.00				$7.00	
GREY ANKLE SOCKS- **(Grades 1-8)**	(4-6) / (6-8) / (8-10)	10-13	SO-BOY/MEN-SB/SM-GREY			$7.00				$7.00	
NAVY HEAVYWEIGHT TIGHTS **(Grades 5-8)**	(4-6) / (6-8) / (8-10) / (10-12) / (12-14)	AS-AM	TIGHTS-J6/A6-HVY/NV			$21.50				$21.50	

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 15, 2022.

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 =	
← JUNIORS + 5%(GST) | ADULTS + 13%(HST) →	
= SUB TOTAL =	
TOTAL JUNIORS + ADULTS =	
SHIPPING (INCLUDING TAXES) +	$11.58
TOTAL =	
25% DEPOSIT → or FULL PAYMENT →	

MONTCREST SCHOOL
SIZING CHART

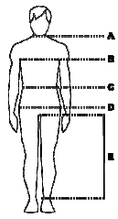
FOR PARENTS WHO ARE UNFAMILIAR WITH TOP MARKS SIZING, WE PROVIDE BELOW A SIZING CHART AS A GUIDELINE FOR YOU TO DETERMINE YOUR CHILD'S SIZING. WE RECOMMEND THAT YOU COMPLETE THE BASIC MEASUREMENT TABLE INDICATED BELOW. WITH THIS INFORMATION, WE CAN DOUBLE CHECK THE SIZES YOU HAVE ORDERED.

TO ENSURE A PROPER FIT, MEASURE YOUR CHILD CAREFULY - 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.

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 34	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**
WAIST	21/22	23/24	24/25	25/26	26/27	27/28	28/29
HIPS	25/26	27/28	28/29	29/30	30/31	31/32	32/33
LENGTH	18	19	20	20	20	20	20

ADULT SKIRT-3128

	10	**12**	**14**	**16**
WAIST	29/30	31/32	33/34	35/36
HIPS	37/38	39/40	41/42	43/44
LENGTH	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	18 1/2 /19	19/20	20/21	21/22	23/25	26/27	27/28	27/28	29/31	32/34
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

BOYS/MENS SOCKS

SHOE SIZE	1-7	7-13	1-6	7-11
SOCK SIZE	4-6	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