



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

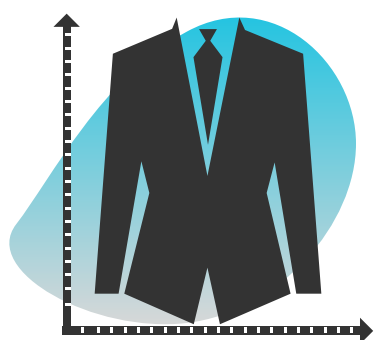
Return shipping bag

## HOW TO ORDER

1. Online at [www.topmarks.ca](http://www.topmarks.ca) (your school password is **EMI01**)
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](mailto:info@topmarks.ca)



Visit our FAQ page  
[www.topmarks.ca](http://www.topmarks.ca)

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



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](http://www.topmarks.ca)** and select "Online Orders"



## Step 2

### REGISTER / SIGN IN

**For new customers**, enter **EMI01** 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](mailto:info@topmarks.ca)



STUDENT'S FAMILY NAME:

ADDRESS:

CITY:

SHIP TO:  
(if different than above)

APT#

Postal Code:

Postal Code:

STUDENT'S GIVEN NAME:

Home Phone # ( )

Day Phone # ( )

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 - EMI01

# ST.EMILE SCHOOL - GRADES K-8

DESCRIPTION	JUNIOR	ADULT	STYLE #	SIZE	QTY	JR.PRICE	AD.PRICE	TOTAL
SHORT SLEEVE POLO SHIRT - <b>embroidered (grades K-5)</b>	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1006-J1/J2/A1-WHITE			\$25.50	\$27.50	
SHORT SLEEVE POLO SHIRT - <b>embroidered (grades K-5)</b>	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1006-J1/J2/A1-IRISBLUE			\$27.50	\$29.50	
LONG SLEEVE POLO SHIRT - <b>embroidered (grades K-5)</b>	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1005-J1/J2/A1-IRISBLUE			\$29.50	\$31.50	
GIRLS SHORT SLEEVE BLOUSE - <b>embroidered (grades K-5)</b>	JXXS-JXS-JS-JM-JL-JXL	N/A	1054-J1/J2-WHITE			\$27.00	N/A	
SHORT SLEEVE OXFORD SHIRT - <b>embroidered (grades 6-8)</b>	10-12-14-16-18	AS-AM-AL-AXL-AXL	1007SS-J4/A1-WHITE			\$29.50	\$31.50	
LADIES SHORT SLEEVE FITTED BLOUSE - <b>embroidered (grades 6-8)</b>	JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-20-22	1021-J2/A1-WHITE			\$29.00	\$31.00	
ELASTIC WAIST PULL ON PANTS ( <b>style modified /slimmer fit / no cuff</b> )	2-3-JXXS-JXS-JS-JM-JL-JXL	N/A	5018NC-J1/J2-NAVY			\$28.00	N/A	
BOYS FLAT FRONT POLY/COTTON TWILL PANT - <b>elastic back</b>	4-5-6-7-8-10-12-14-16-18-20	N/A	6015-J3/J4-NAVY			\$34.00	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-A2-NAVY			\$38.00	\$40.00	
FLAT FRONT WALKING SHORT	4-5-6-7-8-10-12-14-16-18-20	N/A	5014-J3/J4-NAVY			\$22.50	N/A	
CARGO SHORT	10-12-14-16-18-20	26-28-30-32-34-36-38-40-42-44	6026-J4/6025-A2-NAVY			\$38.50	\$39.50	
UNISEX HUSKY PANT	8-10-12-14-16-18-20	N/A	6029-J4-NAVY			\$34.00	N/A	
LADIES POLY / COTTON TWILL PANTS	N/A	4-6-8-10-12-14-16-18-20	3084-A3-NAVY			N/A	\$39.50	
GIRLS POLY/COTTON TWILL PANT - <b>no pleats/side elastic</b>	4-5-6-7-8-10-12-14-16-18-20	N/A	6021-J3/J4-NAVY			\$34.00	N/A	
GIRLS SKORT - <b>elastic back</b>	4-5-6-7-8-10-12-14-16-18-20	N/A	3035-J3/J4-NAVY			\$30.00	N/A	
GIRLS BOX PLEAT TUNIC	4-5-6-6X-7-8-10-12-14-16-18-20	N/A	3022-J3/J4-DK/NVY			\$41.00	N/A	
GIRLS PLEATED SKIRT ( <b>grades K-5</b> )	4-5-6-7-8-10-12-14-16-18-20	N/A	3059-J3/J4-NAVY			\$39.50	N/A	
LADIES PLEATED KILT ( <b>grades 6-8</b> )	N/A	4-6-8-10-12-14-16-18-20	302520-A3-NAVY			N/A	\$54.50	
LADIES MODESTY SHORT ( <b>worn under kilts</b> )	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	671Y-J1/J2/671-A1-BLACK			\$13.50		
FULL ZIP HOODED SWEATSHIRT - <b>embroidered (grades K- 5)</b>	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM	1220-J2/A1-NAVY			\$32.50	\$33.50	
FULL ZIP FRONT JERSEY KNIT CARDIGAN - <b>embroidered crest (grades 6-8) "new"</b>	JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1416J-J2-A1-NAVY			\$49.00	\$51.00	
BOYS SOCKS	4-6 / 6-8 / 8-10	10-13	SO-BOY/MEN-SB/SM-NAVY			\$6.25		
GIRLS KNEE SOCKS	4-6 / 6-8 / 7-9	9-11	SO-GRL/LDS-SG/SL-NAVY			\$6.25		
GIRLS TIGHTS	(JS-JM) OR (JL-JXL)	(AS-AM) OR (AL-AXL)	TIGHTS-J5/A5-NAVY			\$13.50		
<b>GYM UNIFORM- GRADES 2-8</b>								
DAZZLE SHORT - <b>plain</b>	JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1030L-J1/J2/A1-NAVY			\$16.00	\$17.50	
GYM T-SHIRT- <b>printed</b>	JXXS-JXS-JS-JM-JL-JXL	AS-AM-AL-AXL-AXXL	1027-J1/J2/A1-NAVY			\$14.00	\$15.00	

NAMETAPES	NAME:	NAME-TAPES-WHITE		\$10.00
-----------	-------	------------------	--	---------

Payment :  
CASH: ☐  ☐  ☐ CHEQUE: ☐  ☐

Expiration date

MM / YY

CVV CODE  
(3 DIGITS BEHIND THE CREDIT CARD)

\_\_\_

Credit Card Number

\_\_\_\_\_

Cardholder Name

\_\_\_\_\_

Signature

\_\_\_\_\_

ORDERS PAID BY CHEQUE WILL BE HELD FOR 15 WORKING DAYS

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  
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](mailto:info@topmarks.ca)

FREE SHIPPING ON ORDERS  
PLACED PRIOR TO  
JUNE 30, 2020.

PURCHASE TOTAL	
SHIPPING	+ \$7.50
SUB TOTAL	=
TAX: 5 %	+
TOTAL	=
25 % DEPOSIT OR PAYMENT IN FULL	→

# SIZING CHART

## ST.EMILE 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.

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 PANTS - 3084											
	4	6	8	10	12	14	16	18	20	22	
WAIST	25 1/2	27 1/2	29 1/2	31 1/2	33 1/2	35 1/2	37 1/2	39 1/2	41 1/2	43 1/2	
HIPS	29/30	31/32	33/34	35/36	37/38	39/40	41/42	43/44	45/46	47/48	
INSEAM	32	32	32	32	32	32	32	32	32	32	
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	
LADIES SHORT SLEEVE BLOUSE - 1021											
	JM	JL	JXL	AXS	AS	AM	AL	AXL	20	22	
CHEST	26/27	28/29	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45	
OXFORD SHIRT - 1007SS											
	10	12	14	16	18	AS	AM	AL	AXL	AXXL	
CHEST	30/31	32/33	34/35	36/37	38/39	33/35	36/39	40/44	44/47	48/51	
NECK	12-12 1/2	12 1/2-13	13- 13 1/2	13 1/2-14	14-14 1/2	14-14 1/2	15-15/12	16-16/12	17-17 1/2	18-18 1/2	
SLEEVE fl	26 3/4	29	30 1/2	31 1/4	32 1/4	35	35 1/4	35 1/2	35 3/4	36	
CENTER/BACK											
MENS PANT/CARGO SHORT- 6020/6025											
	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	
BOYS PANT /CARGO SHORT - 6035/6026											
	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				
BOYS PANT (elastic back) - 6015											
	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
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				

### 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