



Dear Parents,

Top Marks is proud to be your uniform supplier. We assure you that we are committed to serving you to the best of our ability.

We ask for your cooperation in submitting orders by **June 15, 2023**, as this will **ensure delivery of your order prior to the start of school**.

ORDER ONLINE

Visit www.topmarks.ca to place your order. Your school password is **SMA01**.

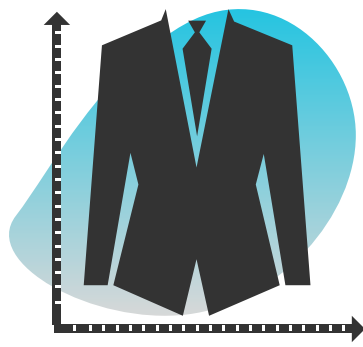


FITTING DATE - BY APPOINTMENT ONLY

TUESDAY	MAY 16, 2023	3:00pm - 7:00pm
WEDNESDAY	MAY 17, 2023	3:00pm - 7:00pm
THURSDAY	MAY 18, 2023	3:00pm - 7:00pm

You may book your appointment using one of the following options:

- Online through our web-based appointment system (see attached for instructions).
- By calling our customer service department at 1-800-667-7105 (Monday - Friday 6:00am-2:00pm PST) or by sending an email to **info@topmarks.ca**.



PAYMENT

Full payment must accompany your order. Amounts are payable by Visa or Mastercard.

Payment by Cheque

Please note that all orders paid by cheque are held 15 working days for clearance.



DELIVERY

All orders will be shipped via **Canada Post** in a reusable shipping bag and will include a prepaid label for returns & exchanges. If you've provided an email address, Canada Post will email with a tracking number once your order has shipped.



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



www.topmarks.ca

8215 ch. Montview, Mont-Royal Québec), H4P 2L9



Orders must be submitted no later than **June 15, 2023** 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 **SMA01** in the box on the right to begin registering.

For returning families, please enter your email address and password to sign in.

Should you have questions regarding sizing, please refer to the sizing chart or contact our customer service department.



Step 3

SHOP

Select the "Shop Now" option to begin. For each item select quantity, size and then "Add To Cart".



Step 4

DELIVERY

Orders are delivered by Canada Post to the shipping address provided.

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

Instructions for Booking Appointments Online

For families who wish to book online, please visit our website at www.topmarks.ca and click "Online Orders". In order to book an appointment, you must first create a family profile. Please note that if you have already created an on-line profile, simply login to the system and skip directly to # 3.

1. Enter **SMA01** as your school specific password.
2. Complete the registration form.
3. Under the section titled "Appointments", click "Book Now".
4. For each child that requires an appointment, please select from the drop-down menu whether they are a new student or returning student and click "Verify Availability"
5. Select your desired appointment time and click "Book Now" directly below.

Should you require any assistance during the process, or simply wish to book an appointment by phone, please do not hesitate to contact our customer service department at **1-800-667-7105** (Monday to Friday, 8:00am – 4:00pm CST).

Sincerely,

TOP MARKS



"PLEASE PRINT CLEARLY"

STUDENT'S FAMILY NAME:		STUDENT'S GIVEN NAME:	
ADDRESS:		Home Phone # ()	
CITY:		Day Phone # ()	
SHIP TO: (if different than above)		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, 2023.

ORDERS CAN BE FAXED, MAILED, E-MAILED OR PLACED ON LINE
WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD - SMA01

ST.MARY'S ACADEMY

DESCRIPTION	JUNIOR	ADULT	STYLE #	SIZE	QTY	JUNIOR PRICE	TOTAL	SIZE	QTY	ADULT PRICE	TOTAL
OXFORD SHIRT- SHORT SLEEVE	10-12-14-16-18	AS-AM-AL-AXL-AXXL	1007SS-J4/A1-WHITE			\$40.00				\$40.00	
LONG SLEEVE TAPERED BLOUSE	JM-JL-JXL	AXS-AS-AM-AL-AXL-20-22	1063-J2/A1-WHITE			\$41.00				\$41.00	
SHORT SLEEVE TAPERED BLOUSE	JM-JL-JXL	AXS-AS-AM-AL-AXL-20-22	1073-J2/A1-WHITE			\$41.00				\$41.00	
BLAZER- (optional-grades 9-12)	"NEW"	N/A	4-6-8-10-12-14-16-18-20	2023L-A3-NAVY		N/A				\$175.00	
TARTAN KILT	N/A	4-6-8-10-12-14-16-18-20	302522-A3-SMA			N/A				\$95.00	
MODESTY SHORT(worn under kilts)	JL-JXL	AXS-AS-AM-AL-AXL	671Y-J2/671-A1-BLACK			\$16.00				\$16.00	
*PANTS- WINTER OPTION (after Thanksgiving weekend to April 30 th.)											
* 4 -WAY STRETCH PULL ON PANT- elastic back	"NEW"	N/A	4-6-8-10-12-14-16-18-20	3384-A3-NAVY		N/A				\$65.00	
*DRESS PANTS (regular fit)	N/A	4-6-8-10-12-14-16-18-20	3038-A3-NAVY			N/A				\$44.50	
*DRESS PANTS - (slim fit)	N/A	4-6-8-10-12-14-16-18-20	3138-A3-GREY			N/A				\$44.50	
V-NECK SLEEVELESS SWEATER- embroidered crest	JM-JL-JXL	AXS-AS-AM-AL-AXL	2004-J2/A1-NAVY			\$53.00				\$53.00	
V-NECK LONG SLEEVE SWEATER - embroidered crest	JM-JL-JXL	AXS-AS-AM-AL-AXL	2044-J2/A1-NAVY			\$67.00				\$67.00	
BUTTON FRONT CARDIGAN - embroidered crest	JM-JL-JXL	AXS-AS-AM-AL-AXL	2045-J2/A1-NAVY			\$78.00				\$78.00	
JUNIOR TIE- navy		ONE SIZE	TIE-JR-OS-NAVY			N/A				\$22.00	
ADULT TIE- tartan		ONE SIZE	TIE-AD-OS-SMA			N/A				\$24.00	
SUMMER UNIFORM (May 1st. to Thanksgiving)											
SHORT SLEEVE TAPERED V-NECK POLO- white/ embroidered SMA	"NEW STYLE"	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1082-J2/A1-WHITE		\$33.50				\$33.50	
SHORT SLEEVE TAPERED V-NECK POLO- navy/ embroidered SMA	"NEW STYLE"	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1082-J2/A1-DK/NAVY		\$33.50				\$33.50	
BERMUDA SHORT	"NEW"	10-12-14-16-18-20	28-30-32-34-36-38-40-42	6028-J4/6027-A2-NAVY		\$39.00				\$39.00	
LADIES KICK PLEAT SKIRT	N/A	4-6-8-10-12-14-16-18-20	3028-A3-NAVY			N/A				\$57.00	
LiquidationPlease note the Short Sleeve Fitted Button Up Polo Shirts listed below are being liquidated- we have limited stock- available while quantities last. Price already reflects a discount. All sales are final- no exchange/no refunds.											
**SHORT SLEEVE TAPERED POLO- white/ embroidered SMA		JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1015-J2/A1-WHITE		\$22.00				\$22.00	
**SHORT SLEEVE TAPERED POLO- navy/ embroidered SMA		JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1015-J2/A1-DK/NAVY		\$22.00				\$22.00	
KNEE HIGH SOCKS	"NEW"	N/A	9-11	SO-LDS-SL-NAVY		N/A				\$7.50	
KNEE HIGH SOCKS (longer length)	N/A	N/A	9-11	SO-LDS-SL-SHEART		N/A				\$7.50	
TIGHTS (98% nylon / 2% lycra- thinner fabric)	(JL-JXL)	(AS-AM) (AL-AXL)		TIGHTS-J5/A5-NAVY		\$13.00				\$13.00	
TIGHTS(85% cotton/10% nylon/5% elastane - thicker fabric)	12-14	AS-AM-AL-AXL		TIGHTS-J6/A6-HVY/NV		\$21.50				\$21.50	
HEAD BANDS		ONE SIZE		HBANDS-OS-SMA		N/A				\$8.00	
HAIR SCRUNCHIE		ONE SIZE		SCRUN-OS-SMA		N/A				\$8.00	

Payment :

CASH: <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	CHEQUE: <input type="checkbox"/>		<input type="checkbox"/>
							Expiration date
Credit Card Number							MM / YY

Cardholder Name

Signature

ORDERS PAID BY CHEQUE WILL BE
HELD FOR 15 WORKING DAYS

FULL PAYMENT MUST ACCOMPANY YOUR ORDER
ORDERS ARE ACCEPTED BY FAX WHEN PAID BY VISA OR MASTERCARD.

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

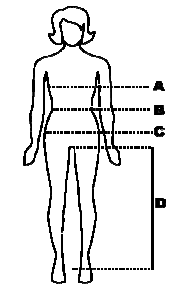
= PURCHASE TOTAL =		
← JUNIORS ADULTS → + 5% (GST) + 12% (GST+PST)		
= SUBTOTAL =		
TOTAL JUNIORS + ADULTS	=	
SHIPPING (INCLUDING TAXES)	+ \$10.64	
TOTAL	=	

"SHIPPING CHARGES MAY VARY WITHOUT NOTICE"

ST.MARY'S ACADEMY

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.
THE BASIC MEASUREMENT TABLE INDICATED BELOW.



TO INSURE A PROPER FIT, MEASURE YOUR CHILD CAREFULLY - KEEP TAPE FIRM BUT NOT TIGHT.

CHEST (A): MEASURE AROUND THE FULLEST PART OF THE CHEST/BUST (1 INCH BELOW THE ARMPIT)

WAIST (B): MEASURE AROUND THE WAIST WHERE YOUR CHILD WEARS THEIR PANT OR SKIRT

HIPS (C): MEASURE AROUND THE FULLEST PART OF THE HIP

INSEAM (D): MEASURE FROM THE CROTCH ALONG THE INSIDE LEG TO YOUR PREFERRED LENGTH

JUNIOR SHORT SLEEVE BLOUSE-1007SS						ADULT SHORT SLEEVE BLOUSE-1007SS				
	10	12	14	16	18	AS	AM	AL	AXL	AXXL
CHEST	32/33	34/35	36/37	38/39	39/40	33/35	36/39	40/43	44/47	48/51
NECK	13	13 1/2	14	14 1/2	15	15	16	17	18	19
SLEEVE LENGTH	26 3/4	29	30 1/2	31 1/4	32 1/4	35	35 1/4	35 1/2	35 3/4	36
FROM CENTER BACK										
TAPERED BLOUSE-1063/1073						TAPERED BLOUSE-1063/1073				
	JM	JL	JXL	AXS	AS	AM	AL	AXL	20	22
CHEST	28/29	29/30	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45
SLEEVE LENGTH	27 1/2	29 1/2	30 1/2	31	31 1/2	32	32 1/2	33	33 1/2	34
CENTER-BACK										
LADIES BLAZER- 2023L										
	2	4	6	8	10	12	14	16	18	20
CHEST	30/31	32/33	33/34	35/36	36/37	38/39	40/41	42/43	44/45	46/47
HIP	31/32	33/34	35/36	37/38	39/40	41/42	43/44	45/46	47/48	49/50
BACK LENGTH/	24 1/2	25 1/4	26	26 1/4	27 1/2	27 3/4	28 1/4	28 1/2	29	29 1/4
CENTER BACK										
*MOST IMPORTANT MEASUREMENT IS CHEST										
LADIES KILT - 302522										
	4	6	8	10	12	14	16	18	20	
WAIST	21/22	23/24	25/26	27/28	29/30	31/32	33/34	35/36	37/38	
HIPS	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45	46/47	
LENGTH	22	22	22	22	22	22	22	22	22	
MODESTY SHORT- 671Y/671										
	JM	JL	JXL	AXS	AS	AM	AL	AXL		
WAIST	23/24	24/25	25/26	26/27	27/28	29/30	31/32	33/34		
LADIES DRESS PANT- 3384 - (4 WAY STRETCH PULL ON PANT WITH BACK ELASTIC)										
	2	4	6	8	10	12	14	16	18	20
WAIST	22	24	26	28	30	32	34	36	38	40
HIP	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45	46/47	48/49
INSEAM	32 1/2	32 1/2	32 1/2	32 1/2	32 1/2	32 1/2	32 1/2	32 1/2	32 1/2	32 1/2
LADIES DRESS PANT- (REGULAR FIT)- 3038										
	4	6	8	10	12	14	16	18	20	
WAIST	26/27	28/29	30/31	32/33	34/35	36/37	38/39	40/41	42/43	
HIPS	29/30	31/32	33/34	35/36	37/38	39/40	41/42	43/44	45/46	
INSEAM	33	33	33	33	33	33	34	34	34	
LADIES DRESS PANT- (SLIM FIT/CONTOUR WAIST) 3138										
	4	6	8	10	12	14	16	18	20	
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	
HIPS	28/29	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45	
INSEAM	33	33	33	33	33	33	34	34	34	
PULLOVER /CARDIGAN- 2044/2045										
	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL	
CHEST	33/34	35/36	37/38	38/39	40/41	42/44	45/47	48/50	51/53	
LENGTH	22	23	24	25	26 1/2	28	29	30	31	
SLEEVELESS PULLOVER VEST-2004										
	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL	
CHEST	29/30	31/32	33/34	34/35	36/38	39/41	42/44	45/47	48/50	
LENGTH	21	22	23	23 1/2	25	27	28	29	30	
GOLF SHIRT-1015/1082										
	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL	
CHEST	26/27	28/29	30/31	32/33	34/35	36/37	38/39	40/41	42/43	
LADIES KICK PLEAT SKIRT-3028										
	4	6	8	10	12	14	16	18	20	
WAIST	21/22	23/24	25/26	27/28	29/30	31/32	33/34	35/36	37/38	
HIPS	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45	46/47	
LENGTH	20	20	20	20	20	20	23	23	23	
JUNIOR BERMUDA SHORT- 6028										
	10	12	14	16	18	20				
WAIST	25	26	27	28	29	30				
HIP	28/29	29/30	30/31	31/32	32/33	34/35				
ADULT BERMUDA SHORT- 6027										
	28	30	32	34	36	38	40	42		
WAIST	27/28	29/30	31/32	33/34	35/36	37/38	39/40	41/42		
HIP	33/34	35/36	37/38	39/40	41/42	43/44	45/46	47/48		

TIGHTS - LIGHT WEIGHT FABRIC		
SIZE	HEIGHT	WEIGHT
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

SOCKS	
SHOE SIZE	6-9
SOCK SIZE	9-11

TIGHTS - HEAVY WEIGHT FABRIC		
SIZE	HEIGHT	WEIGHT
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