



Dear Parents,

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

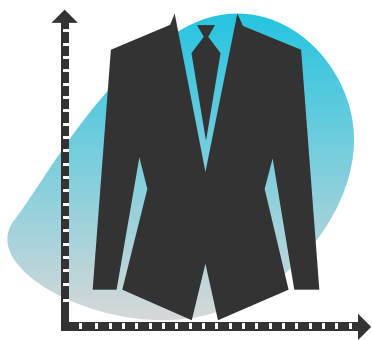
We are offering free shipping on all orders received by **June 15, 2023**.

ORDER ONLINE

Visit www.topmarks.ca to place your order. Your school password is **SAC01**.



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**.



MONTREAL FITTING CENTER - BY APPOINTMENT ONLY

Visit www.topmarks.ca to book your fitting appointment (see attached for instructions).

OR

Attached you will find a guide to assist you with sizing. If you are unsure or uncomfortable selecting sizes, please contact our customer service department for assistance.

You will then be able to place your order online.

PAYMENT

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

Deposit 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**. 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, 2023 and June 15, 2023 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



(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, 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 **SAC01** 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.

We are offering **free shipping on all orders received between May 1, 2023 and June 15, 2023**.

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



FITTING CENTER 101

BY **APPOINTMENT** ONLY

OPERATING HOURS

TUES - FRI: 10:00 - 5:00

SATURDAY: 10:00 - 4:00 (MID-MAY - SEPT)

SUN - MON: CLOSED

8215 CHEMIN MONTVIEW, H4P 2L9

01

Book an **appointment**
online at
www.topmarks.ca

02

Try on samples at our
Fitting Center to find
the right fit.

03

All orders must be
placed **online and will
be shipped out.**

Orders placed before
June 15th will be
shipped **free of charge!**

04

Need to make a **return
or exchange?**

All garments must be
shipped using your
pre-paid label.

Instructions for Booking Appointments Online

For families who wish to book an appointment, 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 online profile, simply login to the system and skip directly to # 3.

1. Enter **SAC01** 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, 9:00am – 5:00pm).



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, 2023.

**ORDERS CAN BE FAXED, MAILED, E-MAILED OR PLACED ON LINE
WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD - SAC01**

THE SACRED HEART SCHOOL OF MONTREAL

MANDATORY DRESS UNIFORM	JUNIOR	ADULT	STYLE #	SIZE	QTY	PRICE	TOTAL
WHITE LONG SLEEVE OXFORD BLOUSE	JM-JL-JXL	AXS-AS-AM-AL-AXL	1063-J2/A1-WHITE			\$35.00	
PALE BLUE LONG SLEEVE OXFORD BLOUSE - PREFECTS ONLY	JM-JL-JXL	AXS-AS-AM-AL-AXL	1063-J2/A1-PBLUE			\$35.00	
STITCHED PLEAT KILT	N/A	6-8-10-12-14-16-18-20	302520-A3-SHEART			\$94.00	
LADIES DRESS PANTS - no pleats with pockets	N/A	4-6-8-10-12-14-16-18-20	3038-A3-NAVY			\$44.50	
LADIES 4 WAY STRETCH PULL ON PANT w/Back Elastic (52% cotton/42% nylon/6% spandex)	N/A	4-6-8-10-12-14-16-18-20	3384-A3-NAVY			\$62.50	
V-NECK SLEEVELESS VEST - embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-A2XL	2004-J2/A1-NAVY			\$49.00	
SCHOOL TIE (Zipper Tie)	ONE SIZE		TIE-ZP-AD-BLWTH			\$23.50	
GIRLS KNEE SOCKS (can buy elsewhere)	N/A	9-11	SO-LDS-SL-SHEART			\$7.25	
TIGHTS-NAVY (92% nylon/8% lycra) light weight (can buy elsewhere)	(JS-JM) or (JL-JXL)	(AS-AM) or (AL-AXL)	TIGHTS-J5/A5-NAVY			\$14.50	
TIGHTS-NAVY (85% cotton/10% nylon/5% elastane) heavier weight (can buy elsewhere)	12-14	AS-AM-AL-AXL	TIGHTS-J6/A6-HVY/INV			\$21.75	
TIGHTS-BLACK (92% nylon/8% lycra) light weight (can buy elsewhere)	(JS-JM) or (JL-JXL)	(AS-AM) or (AL-AXL)	TIGHTS-J5/A5-BLACK			\$14.50	
TIGHTS-BLACK (85% cotton/10% nylon/5% elastane) heavier weight (can buy elsewhere)	12-14	AS-AM-AL-AXL	TIGHTS-J6/A6-HVY/BL			\$21.75	

MANDATORY GYM UNIFORM

JOGGING PANTS (modified with pockets) - embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1401P-J2/A1-NAVY			\$36.00	
HOODED KANGAROO TOP - printed	JM-JL-JXL	AXS-AS-AM-AL-AXL-A2XL	1404-J2/A1-GREY			\$40.75	
WICKING SHORTS - printed	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1231-J2/A1-NAVY			\$26.75	
GYM T-SHIRT - printed	JM-JL-JXL	AS-AM-AL-AXL-A2XL	1027-J2/A1-GREY			\$15.75	

OTHER MANDATORY ITEMS

LAB COAT	JL-JXL	AXS-AS-AM-AL	5033-A1-WHITE			\$35.25	
ORANGE T-SHIRT - no logo (NEW STUDENTS ONLY) (can buy elsewhere)	JM-JL-JXL	AS-AM-AL-AXL-A2XL	1027-J2/A1-ORANGE			\$10.00	

OTHER UNIFORM ITEMS - (ALL OPTIONAL - but highly recommended, worn daily when not in dress uniform)

SHORT SLEEVE FITTED WHITE POLO/NAVY COLLAR - embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL	1015-J2/A1-WH/NAVY			\$31.25	
LONG SLEEVE FITTED DARK NAVY POLO - embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL	1018-J2/A1-DK/NAVY			\$34.50	
FULL ZIP FRONT JERSEY KNIT CARDIGAN - embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-A2XL	1416J-J2/A1-NAVY			\$53.50	
V-NECK LONG SLEEVE SWEATER - embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-A2XL	2044-J2/A1-NAVY			\$59.50	
LADIES BIKER SHORT (worn under kilts) (can buy elsewhere)	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	671Y-J2/671-A1-BLACK			\$14.50	

NAMETAPES (75 PER PACK)	NAME: _____	NAME-TAPES-WHITE				\$9.25	
-------------------------	-------------	------------------	--	--	--	--------	--

Payment :

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

CVV CODE
(3 DIGITS BEHIND THE
CREDIT CARD)

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

**FREE SHIPPING ON
ORDERS PLACED PRIOR TO
JUNE 15, 2023.**

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	=
SHIPPING	+ \$8.00
SUB TOTAL	=
TAX: 14.98%	+
TOTAL	=

"SHIPPING CHARGES MAY VARY WITHOUT NOTICE"

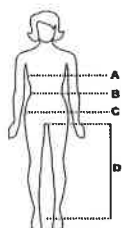
ORDERS PAID BY CHEQUE WILL BE
HELD FOR 15 WORKING DAYS

Signature _____

THE SACRED HEART SCHOOL OF MONTREAL

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.



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

LONG SLEEVE OXFORD BLOUSE-1063										
	JM	JL	JXL	AXS	AS	AM	AL	AXL		
CHEST	28/29	29/30	30/31	32/33	34/35	36/37	38/39	40/41		
SLEEVE LENGTH	27 1/2	29 1/2	30 1/2	31	31 1/2	32	32 1/2	33		
CENTER-BACK										
KILT - 302520										
	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	AXXL	
WAIST	23/24	24/25	25/26	26/27	27/28	29/30	31/32	33/34	35/36	
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- 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
V-NECK SLEEVELESS 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	
JOGGING PANTS-1401P										
	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL	
WAIST	26/27	27/28	28/29	29/30	31/32	33/34	35/36	37/38	39/40	
INSEAM	26	28	30	32	32 1/2	33	33 1/2	34	34 1/2	
PLEASE NOTE THE INSEAM ON THE JOGGING PANT (STYLE 1401P) IS BEFORE THE 9% SHRINKAGE										
HOODED KANGAROO TOP -1404										
	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL	
CHEST	32/33	34/35	36/37	38/40	41/42	43/44	45/46	47/48	49/50	
WICKING SHORTS- 1231										
	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL	
WAIST	24/25	26/27	28	28	29/30	31/32	33/34	35/36	37/38	
INSEAM	4 1/2	5	5	5 1/2	5 1/2	5 1/2	5 1/2	6	6	
T-SHIRT-1027										
	JM	JL	JXL	AS	AM	AL	AXL	AXXL		
CHEST	31/32	33/34	35/36	31/32	33/36	37/40	41/44	47/48		
LENGTH	23 1/2	25	26 1/2	28	29	30	31	32		
SHORT AND LONG SLEEVE FITTED POLO SHIRT-1015/1018										
	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	
FULL ZIP JERSEY KNIT CARDIGAN -1416J										
	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL	
CHEST	30/31	32/33	34/35	36/38	38/39	40/42	43/44	45/46	47/48	
V-NECK LONG SLEEVE SWEATER- 2044										
	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	
LABCOATS-5033										
	JL	JXL	AXS	AS	AM	AL	AXL	AXXL		
CHEST	34/35	36/37	38/39	40/41	42/43	44/45	46/47	48/49		
LENGTH	34	34	38	38	38	38	38	38		

TIGHTS - HEAVIER WEIGHT FABRIC

SIZE	HEIGHT	WEIGHT
JUNIOR (10-12)	52-60 IN	70-85 LBS
JUNIOR (12-14)	56-62 IN	80-100 LBS
ADULT (S)	59-64 IN	95-115 LBS
ADULT (M)	62-67 IN	115-135 LBS
ADULT (L)	64-69 IN	135-155 LBS
ADULT (XL)	66-71 IN	150-175 LBS

LIGHT WEIGHT TIGHTS

TIGHTS - SIZING		
SIZE	HEIGHT	WEIGHT
JUNIOR (S/M)	43-48 IN	50-75 LBS
JUNIOR (L/XL)	48-58 IN	75-90 LBS
ADULT (S/M)	58-63 IN	90-125 LBS
ADULT (L/XL)	63-68 IN	125-150 LBS

GIRLS SOCKS

SHOE SIZE	1-7	7-18	1-5	6-9
SOCK SIZE	4-6	6-8	7-9	9-11



THE SACRED HEART SCHOOL OF MONTREAL

DRESS UNIFORM



1063 WHITE



1063 BLUE (Prefects)



1015 WH/NAVY



1018 DK/NAVY

GYM UNIFORM



1404 GREY



5033 LAB COAT



302520 BLACKWATCH



671 BLACK



3384 NAVY



3038 NAVY



1401P NAVY



1027 GREY



2004 NAVY



2044 NAVY



1416J NAVY



ZIPPER TIE (BW)



1027 ORANGE



1231 NAVY