



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](http://www.topmarks.ca) (your school password is **PAU01**)
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

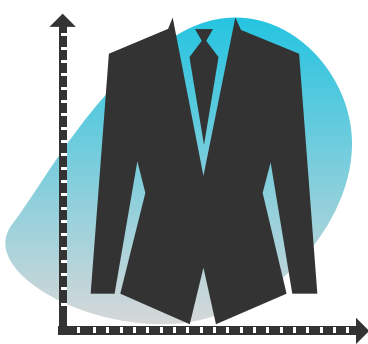
Attached you will find a guide to assist you with sizing. If you are unsure or uncomfortable selecting sizes, please follow the steps below, or contact our customer service department for assistance.

### 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](mailto:info@topmarks.ca)



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



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



Step 2

#### REGISTER / SIGN IN

**For new customers**, enter **PAU01** 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](mailto:info@topmarks.ca)



# ST. PAUL 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 INSURE A PROPER 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:	
HEIGHT:	
WEIGHT:	
NECK:A	
CHEST:B	
WAIST:C	
HIPS:D	
INSEAM:E	



AGE:	
HEIGHT:	
WEIGHT:	
CHEST:A	
WAIST:B	
HIPS:C	
INSEAM: D	



**REGARDING WAIST : C**

MEASURE AROUND WAIST (MAYBE LOWER) - WHERE YOU NORMALLY WEAR YOUR PANTS

**REGARDING WAIST : B**

MEASURE AROUND WAIST (MAYBE LOWER) - WHERE YOU NORMALLY WEAR YOUR PANTS OR SKIRTS.

For styles 3023,671Y,671,2020,1006/1005,2015,5018,5014/2044,2045,1027 & 1230L please use the generic sizing box below.

SIZE	JUNIOR SIZES											
	JXXS		JXS		JS		JM		JL		JXL	
HEIGHT	41	42	43	45	47	49	51	54	57	59	60	61
CHEST	23	23	23	24	24	25	26	27	29	31	32	33
WAIST	20-1/2	21	21	22	22	23	24	25	26	27	28	29
HIPS	22	22-1/2	23	24	25	26	27	29	31	33	35	36
INSEAM-2020	18	19	21 1/2	21 1/2	24	26	28	29	30	31	32	32
INSEAM-2015	17	18	21	21	23	25	27	28	29	30	31	31
INSEAM-5018NC	17		19		21		24		27		29	

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

#### 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

#### GIRLS KILT - 3020

	<b>12</b>	<b>14</b>	<b>16</b>	<b>18</b>	<b>20</b>
WAIST	25	26	27	28	29
HIPS	31	32	33	34	35
LENGTH	19 1/2	19 1/2	19 1/2	19 1/2	19 1/2

#### LADIES KILT - 302520

	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>	<b>12</b>	<b>14</b>	<b>16</b>
WAIST	21/22	23/24	25/26	27/28	29/30	31/32	33/34
HIPS	30/31	32/33	34/35	36/37	38/39	40/41	42/43
LENGTH	19 1/2	19 1/2	19 1/2	19 1/2	19 1/2	19 1/2	19 1/2

#### GIRLS FITTED POLO SHIRT - 1015/1018

	<b>JXXS</b>	<b>JXS</b>	<b>JS</b>	<b>JM</b>	<b>JL</b>	<b>JXL</b>	<b>AXS</b>	<b>AS</b>	<b>AM</b>
CHEST	20/21	22/23	24/25	26/27	28/29	30/31	32/33	34/35	36/37

#### FLAT FRONT WALKING SHORT- 6027

	<b>28</b>	<b>30</b>	<b>32</b>	<b>34</b>	<b>36</b>
WAIST	27/28	29/30	31/32	32/34	35/36
HIPS	34/35	36/37	38/39	40/41	42/43

#### MENS FLAT FRONT DRESS PANT - 2088

	<b>28</b>	<b>30</b>	<b>32</b>	<b>34</b>	<b>36</b>
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

#### HUSKY PANT - 2015H

	<b>10</b>	<b>12</b>	<b>14</b>	<b>16</b>	<b>18</b>	<b>20</b>
WAIST	31	32	33	35	37	39
HIP	39	40	41	42	44	46
INSEAM	29 1/2	30 1/2	31 1/2	32 1/2	33 1/2	34 1/2

#### 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

#### 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