



Dear Parents,

Due to the unprecedented nature of COVID-19 and the resulting social distancing guidelines, our showroom is temporarily closed. 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

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**.

## HOW TO ORDER

1. Online at [www.topmarks.ca](http://www.topmarks.ca) (your school password is **WHS01**)
2. In person at our showroom (address below).  
Our showroom will resume operation based on Government guidelines. Kindly refer to our website for store hours.
3. Send your completed order form by email, fax or regular mail (coordinates below)

## SIZING

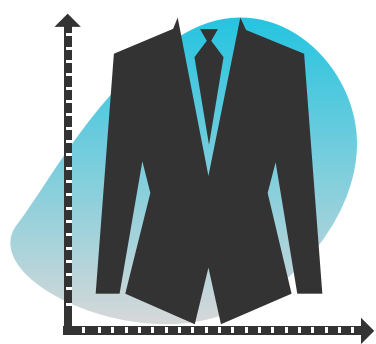
Attached you will find a guide to assist you with sizing. If you are unsure or uncomfortable selecting sizes, please follow the steps below, or contact our customer service department for assistance.

### 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. For pickup orders, the balance will be payable upon pickup.

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.

### Pickup

You will receive a call once your order is available for pickup. Where only a deposit was provided, the remaining balance will be payable upon pickup.



## 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](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 **WHS01** 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)



<b>STUDENT'S FAMILY NAME:</b> _____		<b>STUDENT'S GIVEN NAME:</b> _____	
<b>ADDRESS:</b> _____		<b>Home Phone #</b> (    )	
<b>CITY:</b> _____		<b>Day Phone #</b> (    )	
<b>SHIP TO:</b> _____ <small>(if different than above)</small>		<b>Already a Customer?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes #	
<b>APT#</b> _____		<b>e-mail:</b> _____	
<b>Postal Code:</b> _____		<b>PICK-UP</b> <input type="checkbox"/>	
<b>Postal Code:</b> _____		<b>SHIP-OUT</b> <input type="checkbox"/>	
Please select one option			

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 IS WHS01

## WESTMOUNT HIGH SCHOOL

UNIFORM ITEMS	JUNIOR	ADULT	STYLE #	SIZE	QTY	JUNIOR	ADULT	TOTAL
UNISEX SHORT SLEEVE POLO SHIRT - White/contrast collar / emb. WHS	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1006-J2/A1-WHI/PB			\$21.00	\$22.50	
UNISEX LONG SLEEVE POLO SHIRT - White/contrast collar / emb. WHS	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1005-J2/A1-WHI/PB			\$23.00	\$24.50	
UNISEX LONG SLEEVE OXFORD SHIRT - White / emb. WHS on collar	10-12-14-16-18	AS-AM-AL-AXL-AXXL	1007-J4/A1-WHITE			\$31.00		
UNISEX CASUAL PANT with elastic back - Black	10-12-14-16-18-20	N/A	6015-J4-BLACK			\$32.50	N/A	
UNISEX CASUAL PANT - (Husky Fit )- Black	10-12-14-16-18-20	N/A	6029-J4-BLACK			\$32.50	N/A	
MENS CASUAL PANT (Regular Fit)- Black	N/A	28-30-32-34-36-38-40-42-44	6020-A2-BLACK			N/A	\$38.50	
MENS CASUAL PANT (Slim Fit) - Black	N/A	26-28-30-32-34-36-38-40	6024-A2-BLACK			N/A	\$38.50	
DRESS BELT- ( order same size as the pants) Black- 100% leather	28-30-32-34-36-38-40-42-44-46		BELT-A2-BLACK			\$20.00		

GIRLS FIT SHORT SLEEVE POLO SHIRT - White/contrast collar / emb. WHS	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1015-J2/A1-WHI/PB			\$21.00	\$22.50	
GIRLS FIT LONG SLEEVE POLO SHIRT - White/contrast collar / emb. WHS	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1018-J2/A1-WHI/PB			\$23.00	\$24.50	
FITTED LONG SLEEVE OXFORD SHIRT - White / emb. WHS on collar	JM-JL-JXL	AXS-AS-AM-AL-AXL-20	1063-J2/A1-WHITE			\$31.00		
GIRLS CASUAL PANT with side elastic- Black	10-12-14-16-18-20	N/A	6021-J4-BLACK			\$32.50	N/A	
LADIES CASUAL PANT- Black	N/A	4-6-8-10-12-14-16-18-20	3065-A3-BLACK			N/A	\$38.50	
LADIES SKORT - Black	N/A	4-6-8-10-12-14-16-18-20	3071-A3-BLACK			N/A	\$56.00	
LADIES KILT - Black	N/A	4-6-8-10-12-14-16-18-20	302518-A3-BLACK			N/A	\$56.00	
LADIES MODESTY SHORT - Black (to be worn under the kilts)	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	671Y-J2/671-A1-BLACK			\$13.00		

UNISEX V-NECK SWEATER - Grey emb. WHS	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	2044-J2/A1-GREY			\$47.50	\$49.50	
UNISEX FULL ZIP FRONT CARDIGAN- Black / emb. WHS	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1416J-J2/A1-BLACK			\$43.00	\$45.00	

### GYM UNIFORM

UNISEX GYM T-SHIRT- Purple / printed logo	JM-JL-JXL	AS-AM-AL-AXL-AXXL	1027-J2/A1-PURPLE			\$11.50		
UNISEX WICKING GYM SHORT- Black / printed WHS	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1230L-J2/A1-BLACK			\$19.00	\$20.00	
GIRLS' FIT WICKING GYM SHORT- Black/ printed WHS	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1231-J2/A1-BLACK			\$19.00	\$20.00	
UNISEX JOGGING PANTS - Black / emb WHS	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1401P-J2/A1-BLACK			\$31.50		
HOODED KANGAROO SWEATSHIRT - Black / emb. WHS	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1404-J2/A1-BLACK			\$38.50		

### SOCKS & TIGHTS

ANKLE SOCKS - Black	8-10	10+	SO-MEN/BOY-SM/SB-BLACK			\$6.00		
KNEE HIGH SOCKS - Black	N/A	9-11	SO-LDS-SL-BLACK			\$6.00		
HEAVYWEIGHT TIGHTS - (85% cotton/10% nylon/5% elastane - thicker fabric) Black	(12-14)	AS-AM-AL-AXL	TIGHTS-J6/A6-HVY/BL			\$21.00		

Payment : ☐ CASH ☐ ☐ ☐ CHEQUE: ☐ ☐

Expiration date

Credit Card Number

MM / YY

Cardholder Name

Signature

ORDERS PAID BY CHEQUE WILL BE HELD FOR 14 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 1 WILL BE CHARGED IN FULL.

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

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

PURCHASE TOTAL	
SHIPPING	+ \$ 6.00
SUB TOTAL	=
TAX: 14.98 %	+
TOTAL	=
25 % DEPOSIT	→
OR PAYMENT IN FULL	→

# WESTMOUNT HIGH 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

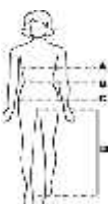
**INSEAM:** LAY PANTS OF A FAVOURABLE LENGTH ON A FLAT SURFACE - MEASURE ALONG INSEAM FROM CROTCH TO BOTTOM OF LEG

MY CHILD'S MEASUREMENTS (IN INCHES) ARE:

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



AGE:	
FEMALE:	
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 SKIRT.

For Styles 1006/1005/671Y/671/2044/1416J/1027/1230L/1401P/1404 please use generic sizing below.

JUNIOR SIZES								ADULT SIZES					
	JM		JL		JXL			AXS	AS	AM	AL	AXL	AXXL
SIZE	10	12	14	16	18	20							
HEIGHT	51	54	57	59	60	61		61	62	65	68	71	71+
CHEST	26	27	29	31	32	33		33	35	38	41	44	45
WAIST	24	25	26	27	28	29		27-28	28-29	30-32	32-34	34-36	36-38
HIPS	27	29	31	33	35	36		36	37	40	42	44	44
INSEAM	25	26	27	28	29	29		34	34	34	34	34	34

UNISEX LONG SLEEVE OXFORD SHIRT JUNIOR -1007						UNISEX LONG SLEEVE OXFORD SHIRT ADULT -1007				
	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	40/43	44/47	48/51
NECK	13	13 1/2	14	14 1/2	15	14-14 1/2	15-15/12	16-16/12	17-17 1/2	18-18 1/2
SLEEVE	26 3/4	29	30 1/2	31 1/4	32 1/4	35	35 1/4	35 1/2	35 3/4	36

FITTED LONG SLEEVE OXFORD SHIRT-1063										
	JM	JL	JXL	AXS	AS	AM	AL	AXL	20	
CHEST	26/27	28/29	30/31	32/33	34/35	36/37	38/39	40/41	42/43	
SLEEVE	27 1/2	29 1/2	30 1/2	31	31 1/2	32	32 1/2	33	33 1/2	

GIRLS CASUAL PANT - 6021										
	10	12	14	16	18	20				
WAIST	24	25	26	27	28	29 1/2				
HIP	31	32	33	34	35	36 1/2				
INSEAM	28	29	30	31	32	32				

LADIES CASUAL PANT- 3065										
	4	6	8	10	12	14	16	18	20	
WAIST	25	27	29	31	33	35	37	39	41	
HIP	33	34	36	38	40	42	44	46	48	
INSEAM	33	33	33	33	33	33	34	34	34	

LADIES SKORT- 3071										
	4	6	8	10	12	14	16	18	20	
WAIST	24 3/4	26 3/4	28 3/4	30 3/4	32 3/4	34 3/4	36 3/4	38 3/4	40 3/4	
HIP	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45	46/47	

GIRLS/LADIES FITTED POLO - 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	

LADIES KILT - 302518										
	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	

UNISEX CASUAL PANT - 6015										
	10	12	14	16	18	20				
WAIST	23 1/2	24 1/2	25 1/2	26 1/2	27 1/2	29				
HIP	32 1/2	33 1/2	34 1/2	35 1/2	36 1/2	38				
INSEAM	27	28	29	30	31	31				

UNISEX CASUAL PANT - 6029 (HUSKY FIT)										
	10	12	14	16	18	20				
WAIST	31	32	33	35	37	39				
HIP	38	39	40	42	44	46				
INSEAM	29 1/2	30 1/2	31 1/2	32 1/2	33 1/2	34 1/2				

MENS CASUAL PANT - 6020 (REGULAR FIT)										
	28	30	32	34	36	38	40	42	44	
WAIST	27/28	29/30	31/32	33/34	35/36	37/38	39/40	41/42	43/44	
HIP	33/34	35/36	37/38	39/40	41/42	43/44	45/46	47/48	49/50	
INSEAM	34	34	34	34	34	34	34	34	34	

MENS CASUAL PANT - 6024 (SLIM FIT)										
	26	28	30	32	34	36	38	40		
WAIST	25/26	27/28	29/30	31/32	33/34	35/36	37/38	39/40		
HIP	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		

GIRLS' FIT WICKING GYM SHORT - 1231										
	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL	
WAIST	22/23	24/25	26/27	26/27	28/29	30/31	32/33	34/35	36/37	

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

### 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