



Dear Parents,

Due to the unprecedented nature of COVID-19 and the resulting social distancing guidelines, we are unable to proceed with our traditional fitting sessions. In addition, our showroom is temporarily closed. In order to better serve you, we are providing the following on all orders received **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 (your school password is **LBP01**)
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

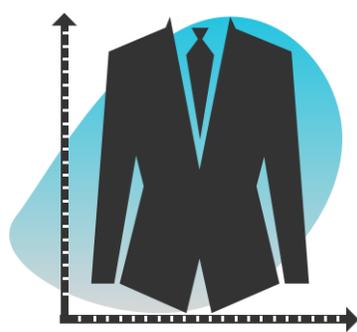
Attached you will find a guide to assist you with sizing. If you are unsure or uncomfortable selecting sizes, please follow the steps below, or contact our customer service department for assistance.

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



Visit our FAQ page
www.topmarks.ca



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 and select "Online Orders"



Step 2

REGISTER / SIGN IN

For new customers, enter **LBP01** 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



STUDENT'S FAMILY NAME:		APT#	
ADDRESS:		Postal Code:	
CITY:		Postal Code:	
SHIP TO: <small>(if different than above)</small>		Postal Code:	

STUDENT'S GIVEN NAME:	
Home Phone #	()
Day Phone #	()
Already a Customer? <input type="checkbox"/> No <input type="checkbox"/> Yes #	
e-mail:	

PICK-UP	<input type="checkbox"/>
SHIP-OUT	<input type="checkbox"/>
Please select one option	

DELIVERY CANNOT BE GUARANTEED BEFORE THE START OF SCHOOL IF YOUR ORDER IS RECEIVED AFTER JUNE 30, 2020.

**ORDERS CAN BE FAXED, MAILED, E-MAILED OR PLACED ON LINE
WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD - LBP01**

LESTER B. PEARSON HIGH SCHOOL

MENS ITEMS	JUNIOR	ADULT	STYLE #	SIZE	QTY	JUNIOR	ADULT	TOTAL
MID-BLUE SHORT SLEEVE POLO SHIRT - (50% poly/50% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1006-J2/A1-IRISBL			\$20.50	\$22.00	
MID-BLUE LONG SLEEVE POLO SHIRT - (50% poly/50% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1005-J2/A1-IRISBL			\$22.50	\$24.50	
WHITE SHORT SLEEVE POLO SHIRT - (100% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1006-J2/A1-WHITE			\$20.50	\$22.00	
WHITE LONG SLEEVE POLO SHIRT - (100% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1005-J2/A1-WHITE			\$22.50	\$24.50	
BOYS FLAT FRONT TWILL PANT with ELASTIC BACK - (65% poly/35% cotton)	10-12-14-16-18-20	N/A	6015-J4-NAVY			\$32.00	N/A	
BOYS TWILL PANT - (65% poly/35% cotton) (HUSKY FIT)	10-12-14-16-18-20	N/A	6029-J4-NAVY			\$32.00	N/A	
MENS FLAT FRONT TWILL PANT - (65% poly/35% cotton) (REGULAR FIT)	N/A	28-30-32-34-36-38-40-42-44	6020-A2-NAVY			N/A	\$38.00	
MENS FLAT FRONT TWILL PANT - (65% poly/35% cotton) (SLIM FIT)	N/A	26-28-30-32-34-36-38-40	6024-A2-NAVY			N/A	\$38.00	

LADIES ITEMS

MID-BLUE GIRLS FITTED SHORT SLEEVE POLO SHIRT - (50% poly/50% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1082-J2/A1-IRISBL			\$20.50	\$22.00	
MID-BLUE GIRLS FITTED LONG SLEEVE POLO SHIRT - (50% poly/50% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1081-J2/A1-IRISBL			\$22.50	\$24.50	
WHITE GIRLS FITTED SHORT SLEEVE POLO SHIRT - (100% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1082-J2/A1-WHITE			\$20.50	\$22.00	
WHITE GIRLS FITTED LONG SLEEVE POLO SHIRT - (100% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1081-J2/A1-WHITE			\$22.50	\$24.50	
GIRLS FLAT FRONT TWILL PANT W/ SIDE ELASTIC - (65% poly/35% cotton)	10-12-14-16-18-20	N/A	6021-J4-NAVY			\$32.00	N/A	
LADIES PANT - (54% cotton/44% poly/2% spandex)	N/A	4-6-8-10-12-14-16-18-20	3084-A3-NAVY			N/A	\$38.00	
LADIES PANT - (70% poly / 25% rayon / 5% spandex) "NEW"	N/A	4-6-8-10-12-14-16-18-20	3065-A3-NAVY			N/A	\$38.00	

UNISEX ITEMS

DOUBLE KNIT FULL ZIP CARDIGAN (75% poly/25% cotton) - emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1416J-J2/A1-NAVY			\$42.00	\$44.00	
LONG SLEEVE V-NECK SWEATER (100% acrylic) - emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	2044-J2/A1-NAVY			\$47.00	\$49.00	
WHITE TURTLENECK - emb. logo LBP "NEW"	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	4401-J2/A1-WHITE			\$20.00	\$21.00	

GYM UNIFORM

UNISEX GYM T-SHIRT - (100% cotton) emb. logo LBP	JM-JL-JXL	AS-AM-AL-AXL-AXXL	1027-J2/A1-WHITE			\$9.25		
UNISEX WICKING T-SHIRT/ ROUND NECK - (100% polyester) emb. LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	2006-J2/A1-RED			\$16.50		
GIRLS WICKING T-SHIRT/ V-NECK - (100% polyester) emb. LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	2008-J2/A1-RED			\$16.50		
GYM SHORT IN DAZZLE - (100% polyester) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1030L-J2/A1-NAVY			\$15.00		
JOGGING PANT -140Z FLEECE -(80% cotton/20% poly) emb. logo LBP (elastic bottom)	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1401P-J2/A1-NAVY			\$31.50		

NAMETAPES (100 per pack)	NAME:	NAME-TAPES-WHITE				\$10.00		
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Payment:

CASH:	<input type="checkbox"/>	MasterCard	<input type="checkbox"/>	VISA	<input type="checkbox"/>	CHEQUE:	<input type="checkbox"/>	Amex	<input type="checkbox"/>
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CVV CODE
(3 DIGITS BEHIND
THE CREDIT CARD)

Expiration date

____	____	____	____
Credit Card Number		MM / YY	

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

**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	→

LESTER B. PEARSON 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

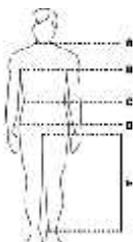
WAIST: MEASURE AROUND NARROWEST PART OF THE WAIST

HIPS: MEASURE AROUND THE FULLEST PART OF HIPS

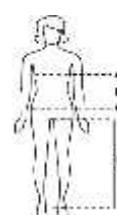
INSEAM: LAY PANTS OF A FAVOURABLE LENGTH ON A FLAT SURFACE - MEASURE ALONG INSEAM FROM CROTCH TO BOTTOM OF LEG

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 1006/1005/4401/1416J/2044/1027/1030L/1401P please use generic sizing box below.

SIZE	JUNIOR SIZES						ADULT SIZES					
	JM		JL		JXL		AXS	AS	AM	AL	AXL	AXXL
HEIGHT	10	12	14	16	18	20	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	38	40	42	44
INSEAM	25	26	27	28	29	29	34	34	34	34	34	34

GIRLS 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 PANT- 3084

	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
HIP	33	35	37	39	41	43	45	47	49
INSEAM	31	31	32	32	32	32	32	32	32

LADIES DRESS PANT- 3065

	4	6	8	10	12	14	16	18	20
WAIST	24/25	26/27	28/29	30/31	32/33	34/35	39/37	38/39	40/41
HIP	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45	46/47
INSEAM	33	33	33	33	33	33	34	34	34

GIRLS/LADIES FITTED POLO - 1081 & 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

GIRLS WICKING GYM T-SHIRT - 2008

	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL
CHEST	29/30	31/32	32/33	32/33	34/35	36/37	38/39	40/42	43/44

BOYS 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

BOYS TWILL 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 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 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

BOYS WICKING GYM T-SHIRT - 2006

	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL
CHEST	31/32	33/34	35/36	36/37	36/37	38/39	40/41	42/44	46/48