



Dear Parents,

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

We are providing free shipping on all orders received by **no later than June 15, 2022:**

HOW TO ORDER

1. Online at www.topmarks.ca. Your school password is **BIS01**.

OR

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 15, 2022**, as this will **guarantee delivery of your order prior to the start of school.**

SIZING

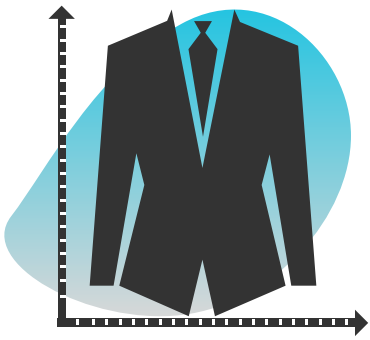
Attached you will find a guide to assist you with sizing. If you are unsure or uncomfortable selecting sizes, please follow the steps below, or contact our customer service department for assistance.

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, 2022 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, 2022 must be paid in full.

Deposit by Cheque

Please provide either an additional post-dated cheque (dated no later than June 15, 2022) 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, 2022 and June 15, 2022 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



Visit our FAQ page
www.topmarks.ca



Orders must be submitted no later than **June 15, 2022** 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 **BIS01** 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, 2022 and June 15, 2022**.

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



STUDENT'S FAMILY NAME: _____ ADDRESS: _____ APT# _____ CITY: _____ Postal Code: _____ SHIP TO: _____ Postal Code: _____ <small>(if different from above)</small>	STUDENT'S GIVEN NAME: _____ Home Phone # () _____ Day Phone # () _____ Already a Customer? <input type="checkbox"/> No <input type="checkbox"/> Yes # _____ e-mail: _____
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DELIVERY CANNOT BE GUARANTEED BEFORE THE START OF SCHOOL IF ORDER IS RECEIVED AFTER JUNE 15, 2022.

ORDERS CAN BE FAXED, MAILED, E-MAILED OR PLACED ON LINE

WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD: BIS01

BISHOP HAMILTON MONTESSORI SCHOOL SENIOR ELEMENTARY / JUNIOR HIGH

DESCRIPTION	SUGGESTED QUANTITY	JUNIOR			JUNIOR				ADULT			
		JUNIOR	ADULT	STYLE #	SIZE	QTY.	PRICE	TOTAL	SIZE	QTY.	PRICE	TOTAL
RED SHORT SLEEVE POLO SHIRT - embroidered	2	JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	1006-J2/A1-DK/RED			\$26.25			\$26.25		
RED LONG SLEEVE POLO SHIRT - embroidered	1	JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	1005-J2/A1-DK/RED			\$27.25			\$27.25		
LONG SLEEVE OXFORD SHIRT - embroidered (Formal uniform)	1	10-12-14-16-18	AS-AM-AL-AXL	1007-J4/A1-WHITE			\$32.75			\$32.75		
LADIES LONG SLEEVE FITTED BLOUSE - embroidered (Formal uniform)	1	JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	1019-J2/A1-WHITE			\$32.75			\$32.75		
SIDE POCKET SHORT - elastic waist	2	JXS-JS-JM-JL-JXL	N/A	1033-J2/A1-NAVY			\$24.75			N/A		
MENS BERMUDA SHORT	2	N/A	28-30-32-34-36-38-40-42-44	6027 -A2-NAVY			N/A			\$41.50		
GIRLS NAVY SKORT	1	7-8-10-12-14-16-18-20	N/A	3091-J3/J4-NAVY			\$47.50			N/A		
GIRLS NAVY KILT	2	10-12-14-16-18-20	N/A	3020-J4-NAVY			\$58.00			N/A		
LADIES NAVY KILT	2	N/A	4-6-8-10-12-14-16-18-20	302520-A3-NAVY			N/A			\$58.00		
GIRLS FLAT FRONT PANT - side elastic waistband	1	10-12-14-16-18-20	N/A	6021-J4-NAVY			\$36.00			N/A		
LADIES NAVY PANT	1	N/A	4-6-8-10-12-14-16-18-20	3084-A3-NAVY			N/A			\$44.00		
FULL ZIP FRONT JERSEY KNIT CARDIGAN - embroidered logo	1	JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	1416J-J2/A1-NAVY			\$45.50			\$45.50		
BIKER SHORT (worn under the kilt)	3	JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	671Y-J2/671-A1-BLACK			\$15.50			\$15.50		
ELASTIC WAIST PULL ON PANTS - reinforced knees	3 **	JXS-JS-JM-JL-JXL	N/A	5018NC-J2-NAVY			\$29.00			N/A		
BOYS FLAT FRONT PANT - no pleats/elastic back	3 **	10-12-14-16-18-20	N/A	6015-J4-NAVY			\$36.00			N/A		
MENS FLAT FRONT PANT - no pleats	1	N/A	28-30-32-34-36-38-40-42-44	6020-A2-NAVY			N/A			\$44.00		
TARTAN TIE	1	ONE SIZE		TIE-JR-OS-CPA			N/A			\$21.75		
BOYS ANKLE SOCKS	4	6-8 / 8-10	10-13	SO-BOY/MEN-SB/SM-NAVY			\$5.50			\$5.50		
TIGHTS	4	(JS-JM) / (JL-JXL)	(AS-AM) or (AL-AXL)	TIGHTS-J5/A5-NAVY			\$14.00			\$14.00		
LEGGINGS -embroidered (to be worn under the skirt)	1	JXS-JS-JM-JL-JXL	AXS-AS-AM	5024-J1/J2/A1-NAVY			\$20.75			\$21.75		
GIRLS KNEE SOCKS	4	4-6/6-8/7-9	9-11	SO-GRL/LDS-SG/SL-NAVY			\$6.00			\$6.00		
GYM UNIFORM												
GYM T-SHIRT (90% cotton/10% polyester)- emb. (Mandatory- if changing)	1	JXS-JS-JM-JL-JXL	AS-AM	6405/6400-J2/A1-A/GREY			\$17.00			\$18.00		
GYM SHORT - embroidered (Manadatory- if changing)	1	JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	1030L-J2/A1-NAVY			\$19.75			\$20.75		
NAMETAPES (100 PER PACK)	1	NAME:	NAME-TAPES-WHITE				N/A			\$9.50		

** PLEASE NOTE: SUGGESTED QUANTITY IS FOR TOTAL NUMBER OF PANTS WHICH MAY CONSIST OF ANY COMBINATION OF THE 3 STYLES.

Payment :

CASH: MasterCard VISA CHEQUE: Interac

CVV CODE (3 DIGITS BEHIND THE CREDIT CARD) _____

Expiration date _____
MM / YY

Credit Card Number _____

Cardholder Name _____

Signature _____

A 25% DEPOSIT MUST ACCOMPANY YOUR ORDER
 ORDERS ARE ACCEPTED BY FAX OR EMAIL WHEN DEPOSITS ARE PAID BY VISA OR MASTERCARD .ORDERS RECEIVED AFTER JUNE 1st WILL BE CHARGED IN FULL

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

FREE SHIPPING ON ORDERS PLACED
 PRIOR TO JUNE 15, 2022.

ORDERS PAID BY CHEQUE WILL BE
 HELD FOR 10 WORKING DAYS

= PURCHASE TOTAL =	
← JUNIORS + 6%(GST) + ADULTS + 13%(HST) →	
= SUB TOTAL =	
TOTAL JUNIORS + ADULTS =	
SHIPPING (INCLUDING TAXES) +	\$ 9.89
TOTAL =	
25% DEPOSIT or FULL PAYMENT →	

BISHOP HAMILTON MONTESSORI 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

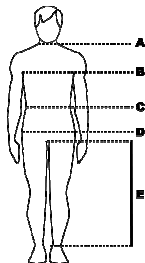
WAIST: MEASURE AROUND NARROWEST PART OF THE WAIST

HIPS: MEASURE AROUND THE FULLEST PART OF HIPS

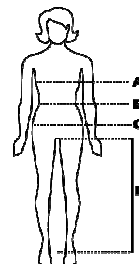
INSEAM: LAY PANTS OF A FAVOURABLE LENGTH ON A FLAT SURFACE - MEASURE ALONG INSEAM FROM CROTCH TO BOTTOM OF LEG

MY CHILD'S MEASUREMENTS (IN INCHES) ARE:

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



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.

JUNIOR SIZES

	XXS		XS		S		M		L		XL			
SIZE (JR)	2	3	4	5	6	6X	7	8	10	12	14	16	18	20
HEIGHT	32-34	35-38	39	42	43	45	47	49	51	54	57	59	60	61
CHEST	20	22	23	23	24	25	25-1/2	26	27	28	30	32	32	33
WAIST	18	20	20-1/2	21	21-1/2	22	22-1/2	23	24	25	26	27	28	29
HIPS	19 1/2	21-1/2	22	22-1/2	23	24	25	26	27	29	31	33	35	37
INSEAM-6015	15	16	17	18	21	21	23	25	27	28	29	30	31	31
INSEAM-6021	16	17	18	19	21 1/2	21 1/2	24	26	28	29	30	31	32	32
INSEAM-5018NC	15	16	17		19		21		24		27		29	

ADULT SIZES						
SIZE	AXS	AS	AM	AL	AXL	AXXL
HEIGHT	61	62	65	68	71	71+
CHEST	33	35	38	41	44	45
WAIST	27-28	28-29	30-32	32-34	34-36	36-38
HIPS	36	37	38	40	42	44
INSEAM	34	34	34	34	34	34

OXFORD SHIRTS - JUNIOR -1007											
	4	5	6	6X	7	8	10	12	14	16	18
CHEST	19	20	22	24	26	28	30/31	32/33	34/35	36/37	38/39
NECK	11	11-1/2	12	12	12	12-1/2	13	13-1/2	14	14-1/2	15
SLEEVE	20	20	22	22	22-1/2	23-1/2	25	27-3/4	28-1/2	30	32
OXFORD SHIRTS - ADULT -1007											
	AS	AM	AL	AXL	AXXL						
CHEST	33-35	36-39	40-43	44-47	48-51						
NECK	14-14 1/2	15-15 1/2	16-16 1/2	17-17 1/2	18-18 1/2						
SLEEVE	33	33-1/2	34	34	34						
FITTED POPLIN BLOUSE-1019											
	JXS	JS	JM	JL	JXL	AXS	AS	AM	AL	AXL	
CHEST	22/23	24/25	26/27	28/29	30/31	32/33	34/35	36/37	38/39	40/41	
LADIES 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		
LADIES PANT- 3084											
	4	6	8	10	12	14	16	18	20		
WAIST	24/25	26/27	28/29	30/31	32/33	34/35	36/37	38/39	40/41		
HIPS	29/30	31/32	33/34	35/36	37/38	39/40	41/42	43/44	45/46		
INSEAM	32	32	32	32	32	32	32	32	32		
MENS PANT & BERMUDA SHORT -6020/6027											
	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		
INSEAM	34	34	34	34	34	34	34	34	34		

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

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