



Dear Parents,

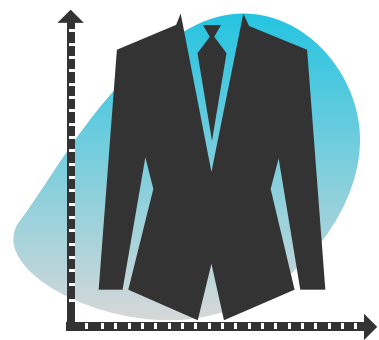
Top Marks is proud to be your uniform supplier. We assure you that we're committed to serving you to the best of our ability.

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 **RWA01**.

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 **RWA01** 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 **RWA01** 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:		Already a Customer? <input type="checkbox"/> No <input type="checkbox"/> Yes #	
(If different than above)		e-mail: @	

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 - RWA01**

ROYAL WEST ACADEMY

ROYAL WEST ACADEMY									
DRESS UNIFORM	JUNIOR	ADULT	STYLE #	SIZE	QTY	JUNIOR	ADULT	TOTAL	
SHORT SLEEVE POLO SHIRT - embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1006-J2/A1-WHITE			\$25.00	\$27.00		
LONG SLEEVE OXFORD SHIRT - embroidered	12-14-16-18	AS-AM-AL-AXL-AXXL	1007-J4/A1-WHITE				\$34.00		
SHORT SLEEVE OXFORD SHIRT - embroidered	12-14-16-18	AS-AM-AL-AXL-AXXL	1007SS-J4/A1-WHITE				\$34.00		
JUNIOR FLAT FRONT DRESS PANT	10-12-14-16-18-20	N/A	2087-J4-CH/GRY			\$56.50	N/A		
ADULT FLAT FRONT DRESS PANT - REGULAR FIT	N/A	28-30-32-34-36-38-40-42-44-46	2088-A2-CH/GRY			N/A	\$56.50		
ADULT FLAT FRONT DRESS PANT - SLIM FIT	N/A	26-28-30-32-34-36-38-40	2188-A2-CH/GRY			N/A	\$56.50		
FITTED LONG SLEEVE OXFORD SHIRT - embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-20-22	1063-J2/A1-WHITE				\$34.00		
FITTED SHORT SLEEVE OXFORD SHIRT - embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-20-22	1073-J2/A1-WHITE				\$34.00		
KILT	N/A	2-4-6-8-10-12-14-16-18-20-22-24	302520-A3-RWA			N/A	\$62.50		
4 WAY STRETCH PULL ON PANT WITH ELASTIC BACK	N/A	4-6-8-10-12-14-16-18-20	3384-A3-GREY				\$57.25		
***LIQUIDATION- THE FITTED CONTOUR WAIST DRESS PANT, STYLE 3138 RWA (listed below)- PRICE ALREADY REFLECTS A DISCOUNT- ON SALE WHILE QUANTITIES LAST - SALES ARE FINAL- NO EXCHANGE/NO REFUNDS									
***FITTED CONTOUR WAIST DRESS PANT	S-M-L-XL	0-2-4-6-8-10-12-14	3138-J2/A3-RWA				\$30.00		

SWEATERS

SWEATERS						
BUTTON FRONT CARDIGAN - embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	2045-J2/A1-BURG			\$65.50
FULL ZIP FRONT CARDIGAN - embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1416J-J2/A1-BURG			\$51.00
V-NECK LONG SLEEVE PULL OVER - embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	2044-J2/A1-NAVY			\$59.00

GYM UNIFORM

GYM UNIFORM									
GYM T-SHIRT - 100% POLYESTER - embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	2006-J2/A1-BURG					\$19.00	
UNISEX WICKING SHORTS- embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1230L-J2/A1-GREY					\$22.00	
FITTED WICKING SHORTS- embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1231-J2/A1-NAVY					\$22.00	
HOODED SWEATSHIRT- printed	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1404-J2/A1-RWA					\$40.00	
JOGGING PANT- printed	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1401P-J2/A1-RWA					\$30.00	

OPTIONAL ITEMS

OPTIONAL ITEMS							
BLACK TIGHTS - heavyweight (85% cotton/10% nylon/5% elastane)	(10-12) or (12-14)	AS-AM-AL-AXL	TIGHTS-J6/A6-HVY/BL				\$20.00
GREY TIGHTS - heavyweight (85% cotton/10% nylon/5% elastane)	(10-12) or (12-14)	AS-AM-AL-AXL	TIGHTS-J6/A6-HVY/GR				\$20.00
KNEE HIGH SOCKS - Black	N/A	9-11	SO-LDS-SL-BLACK				\$7.00
KNEE HIGH SOCKS - Grey	N/A	9-11	SO-LDS-SL-GREY				\$7.00
KNEE HIGH SOCKS - White	N/A	9-11	SO-LDS-SL-WHITE				\$7.00
NAMETAPES (75 PER PACK)	NAME:		NAME-TAPES-WHITE				\$9.75

Payment :

Payment: ☐ CASH ☐ ☐ ☐ ☐ CHEQUE ☐ ☐

Expiration date

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Credit Card Number				MM / YY

Cardholder Name

Signature

**ORDERS PAID BY CHEQUE WILL BE
HELD FOR 15 WORKING DAYS**

FULL PAYMENT MUST ACCOMPANY YOUR ORDER
ORDERS ARE ACCEPTED BY FAX OR EMAIL WHEN THEY ARE 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

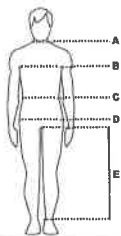
FEEL FREE TO VISIT OUR SHOWROOM FOR FITTINGS.

PURCHASE TOTAL	=
SHIPPING	+ \$ 6.50
SUB TOTAL	=
TAX: 14.98%	+
TOTAL	=

"SHIPPING CHARGES MAY VARY WITHOUT NOTICE"

ROYAL WEST ACADEMY

SIZING CHART



- UNSURE OF A SIZE ? HERE'S HELP**
- TO ENSURE A GREAT FIT, MEASURE YOUR CHILD CAREFULLY - KEEP TAPE FIRM BUT NOT TIGHT.
- NECK (A):** MEASURE LOOSELY AROUND THE NECK. YOU SHOULD BE ABLE TO FIT 1 FINGER BETWEEN THE NECK AND THE TAPE.
- CHEST (B):** MEASURE AROUND THE FULLEST PART OF THE CHEST/BUST (1 INCH BELOW THE ARMPIT).
- WAIST (C):** MEASURE AROUND THE WAIST WHERE YOUR CHILD WEARS THEIR PANT OR SKIRT.
- HIPS (D):** MEASURE AROUND THE FULLEST PART OF THE HIP.
- INSEAM (E):** MEASURE FROM THE CROTCH ALONG THE INSIDE LEG DOWN TO YOUR PREFERRED LENGTH.

SHORT SLEEVE POLO SHIRT- 1006												
	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL			
CHEST	28/30	30/32	32/34	35/36	37/38	39/40	41/42	43/44	45/46			
LONG AND SHORT SLEEVE OXFORD SHIRT- 1007/1007SS												
	12	14	16	18	AS	AM	AL	AXL	AXXL			
CHEST	34/35	36/37	38/39	39/40	33/35	36/39	40/43	44/47	48/51			
NECK	13 1/2	14	14 1/2	15	15	16	17	18	19			
SLEEVE LENGTH FROM CENTER BACK	29	30 1/2	31 1/4	32 1/4	35	35 1/4	35 1/2	35 3/4	36			
FITTED LONG AND SHORT SLEEVE OXFORD SHIRT- 1063/1073												
	JM	JL	JXL	AXS	AS	AM	AL	AXL	20	22		
CHEST	28/29	29/30	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45		
SLEEVE LENGTH FROM CENTER BACK	27 1/2	29 1/2	30 1/2	31	31 1/2	32	32 1/2	33	33 1/2	34		
FULL ZIP FRONT 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 PULLOVER SWEATER/ BUTTON FRONT CARDIGAN- 2044/2045												
	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			
JUNIOR DRESS PANT- 2087												
	10	12	14	16	18	20						
WAIST	25 1/2	26 1/2	27 1/2	28 1/2	29 1/2	30 1/2						
HIP	29/30	30/31	31/32	32/33	33/34	35/36						
INSEAM	29 1/2	30 1/2	31 1/2	32 1/2	33 1/2	34 1/2						
ADULT DRESS PANT REGULAR FIT- 2088												
	28	30	32	34	36	38	40	42	44	46		
WAIST	27/28	29/30	31/32	32/34	35/36	37/38	39/40	41/42	43/44	45/46		
HIP	32/33	34/35	36/37	38/39	40/41	42/43	44/45	46/47	48/49	51/52		
INSEAM	35	35	35	35	35	35	35	35	35	35		
ORDER TALL IF INSEAM IS LONGER THAN 35 INCHES												
ADULT DRESS PANT SLIM FIT- 2188												
	26	28	30	32	34	36	38	40				
WAIST	25/26	27/28	29/30	31/32	32/34	35/36	37/38	39/40				
HIPS	29/30	32/33	34/35	36/37	38/39	40/41	42/43	44/45				
INSEAM	35	35	35	35	35	35	35	35				
ORDER TALL IF INSEAM IS LONGER THAN 35 INCHES												
KILT - 302520												
	2	4	6	8	10	12	14	16	18	20	22	24
WAIST	19/20	21/22	23/24	25/26	27/28	29/30	31/32	33/34	35/36	37/38	39/40	41/42
HIPS	28/29	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45	46/47	48/49	50/51
LENGTH	19 1/2	19 1/2	19 1/2	19 1/2	19 1/2	19 1/2	19 1/2	19 1/2	19 1/2	19 1/2	19 1/2	19 1/2
4 WAY STRETCH PULL ON PANT WITH ELASTIC BACK- 3384												
	4	6	8	10	12	14	16	18	20			
WAIST	24	26	28	30	32	34	36	38	40			
HIP	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			
GYM SHORT- 1230L/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 (1230L)	8 1/2	9	9 1/2	10	10 1/2	11	11 1/2	12	12			
INSEAM (1231)	4 1/2	5	5	5 1/2	5 1/2	5 1/2	5 1/2	6	6			
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 IS BEFORE THE 9% SHRINKAGE												
HOODED SWEATSHIRT- 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			
GYM T-SHIRT- 2006												
	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL			
CHEST	31/32	33/34	35/36	35/36	37/38	39/40	41/42	43/44	45/48			
LENGTH	24	25	26	27	28	29	30	31	32			
ADULT DRESS PANT SLIM FIT/CONTOUR WAIST- 3138												
	JS	JM	JL	JXL	0	2	4	6	8	10	12	14
WAIST	26	27	28	30	30 1/2	31	31 1/2	32	34	35	37	39
HIPS	30	32	32	34	36	37 1/2	38	38 1/2	40	42	44	46
INSEAM	28	28 1/2	29 1/2	30 1/2	31	31 1/2	31 1/2	31 1/2	31 1/2	32	32	32

KNEE SOCKS

SHOE SIZE	1-7	7-13	1-5	6-9
SOCK SIZE	4-6	6-8	7-9	9-11

TIGHTS SIZING CHART		
SIZE	HEIGHT	WEIGHT
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