



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 <u>www.topmarks.ca</u> 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<u>www.topmarks.ca</u> 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.



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 <u>60 days from the start of school</u> 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





Visit our FAQ page www.topmarks.ca

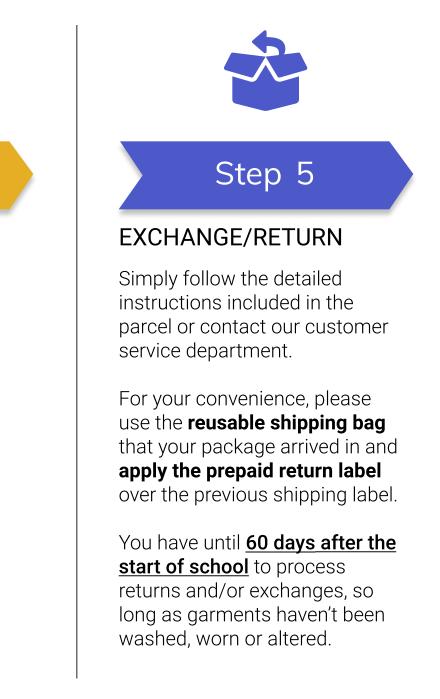


info@topmarks.ca



Orders must be submitted no later than <u>June 15, 2023</u> in order to guarantee delivery prior to the start of school

www	→)		
Step 1	Step 2	Step 3	Step 4
WEBSITE	REGISTER / SIGN IN	SHOP	DELIVERY
Visit our website at www.topmarks.ca and select "Online Orders"	For new customers, enter RWA01 in the box on the right to begin registering.	Select the "Shop Now" option to begin. For each item select quantity, size and then "Add To Cart".	Orders are delivered by Canada Post to the shipping address provided.
	For returning families, please enter your email address and password to sign in.		We are offering free shipping on all orders received between May 1, 2023 and June 15, 2023.
	Should you have questions regarding sizing, please refer to the sizing chart or contact our customer service department.		You will receive an email confirmation from Canada Post with a tracking number once your order is shipped.





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Book an appointment online at www.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



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!



Need to make a return or exchange?

All garments must be shipped using your pre-paid label.

<u>Instructions for Booking Appointments</u> <u>Online</u>

For families who wish to book an appointment, please visit our website at <u>www.topmarks.ca</u> 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:		
	ADDRESS:	APT#	Home () Phone # ()
TOP MARKS	CITY: Code:		Day Phone # () Already a Customer?
	SHIP TO: (If different than above) Postal Code:	<u> </u>	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

	JUNIOR	ADULT	STYLE #	SIZE	QTY	JUNIOR	ADULT	TOTAL
HORT SLEEVE POLO SHIRT - embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1006-J2/A1-WHITE			\$25.00	\$27.00	
ONG SLEEVE OXFORD SHIRT - embroidered	12-14-16-18	AS-AM-AL-AXL-AXXL	1007-J4/A1-WHITE				.00	
SHORT SLEEVE OXFORD SHIRT - embroidered	12-14-16-18	AS-AM-AL-AXL-AXXL	1007SS-J4/A1-WHITE				.00	
UNIOR 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	
						*0		
ITTED LONG SLEEVE OXFORD SHIRT - embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-20-22	1063-J2/A1-WHITE				1.00	
ITTED SHORT SLEEVE OXFORD SHIRT - embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-20-22	1073-J2/A1-WHITE				1.00	
	N/A	2-4-6-8-10-12-14-16-18-20-22-24				N/A	\$62.50	
	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 ALF	READY REFLECTS A DISCOUNT-	ON SALE WHILE QUANTIT	TIES LAST -	SALES A	RE 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	0.00	
3UTTON FRONT CARDIGAN - embroidered FULL ZIP FRONT CARDIGAN - embroidered	JM-JL-JXL JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL AXS-AS-AM-AL-AXL-AXXL	1416J-J2/A1-BURG	_		\$51	.00	
SWEATERS BUTTON FRONT CARDIGAN - embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	2045-J2/A1-BURG				5.50	
	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	2044-J2/A1-NAVY	\$59.00		9.00		
/-NECK LONG SLEEVE PULLOVER - embroidered	310-52-572	7000700700700700700000	201102/11/01/0					
GYM UNIFORM		AXS-AS-AM-AL-AXL-AXXL	2006-J2/A1-BURG			\$19	9.00	
SYM T-SHIRT - 100% POLYESTER - embroidered	JM-JL-JXL		1230L-J2/A1-GREY				2.00	
JNISEX WICKING SHORTS- embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL					2.00	
ITTED WICKING SHORTS- embroidered	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1231-J2/A1-NAVY				0.00	
IOODED SWEATSHIRT-printed	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1404-J2/A1-RWA				0.00	
IOGGING PANT-printed	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1401P-J2/A1-RWA			ψυι	0.00	
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				0.00	
GREY TIGHTS - heavyweight-(85% cotton/10% nylon/5% elastane)	(10-12) or (12-14)	AS-AM-AL-AXL	TIGHTS-J6/A6-HVY/GR				0.00	
		9-11	SO-LDS-SL-BLACK			\$7		
	N/A							
KNEE HIGH SOCKS - Black	N/A N/A	9-11	SO-LDS-SL-GREY				.00	
KNEE HIGH SOCKS - Black KNEE HIGH SOCKS - Grey KNEE HIGH SOCKS - White			SO-LDS-SL-GREY SO-LDS-SL-WHITE			\$7		

Payment : CASH: CASH:	CVV CODE (3 DIGITS BEHIND THE CREDIT CARD)
Credit Card Number	
Cardholder Name	

FULL PAYMENT MUST ACCOMPANY YOUR ORDER ORDERS ARE ACCEPTED BY FAX OR EMAIL WHEN THEY ARE PAID BY VISA OR MASTERCARD.

> 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

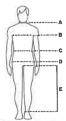
PURCHASE TOTAL	=
SHIPPING	+ \$ 6.50
SUB TOTAL	=
TAX: 14.98%	+
TOTAL	=

"SHIPPING CHARGES MAY VARY WITHOUT NOTICE"

FEEL FREE TO VISIT OUR SHOWROOM FOR FITTINGS.

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 FULLEST FART OF THE CHEST/BOST (FINCH BELOW THE AR 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.

JM JL JXL AXS AS AM AL AXL AXXL 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	SHORT SLEEVE PO		1006										e	 _						
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TIGHTS SIZING CHART	INSEAM	28	28 1/2	29 1/2	30 1/2	51	31 1/2	31/1/2	31 1/2	311/2				-						

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

TIGHTS SIZING CH	ART	
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