

## **DELIVERY AND PAYMENT PROCEDURE**

- For each order placed prior to June 1<sup>st</sup> 2019, we require a minimum 25% deposit which can be paid by Visa or MasterCard. Just prior to shipping your order, the balance owing will be charged to the same credit card. Cash and Interac are accepted at the fitting sessions.
- If you choose to pay by personal cheque, we kindly ask that you submit payment in full, as cheques are held 15 working days for clearance.
- Orders submitted subsequent to June 1<sup>st</sup>, 2019 must be paid in full.
- Regretfully, we will be unable to process any order which is received without a form of payment.

## **SHIPPING DETAILS**

- Your order will be shipped to your home via Canada Post.
- Canada Post will notify you via email with a tracking number once your order is shipped. You must provide an email address on the order form in order to take advantage of this feature.
- If you are not home to receive your insured delivery, Canada Post will leave a postcard notifying you that your package is available for pick-up. The postcard will list the address of the local postal outlet where the parcel is being held. Parcels that are unclaimed within 7 days are returned to Top Marks at a cost of \$8.00, which will be charged to you upon re-shipping.

## **EXCHANGES:**

You shall find enclosed with your uniform shipment information on how to proceed with an exchange, if necessary.

Should you have any further questions, please do not hesitate to contact our Customer Service Department using our toll free telephone number, 1-800-667-7105, (Monday to Friday, 7:00am – 3:00pm MST) or you can refer to our online <Frequently Asked Questions> directly from our web site at [www.topmarks.ca](http://www.topmarks.ca).

# Instructions for Booking Appointments Online

For families who wish to book online, please visit our website at [www.topmarks.ca](http://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 **CAL01** 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, 7:00am – 3:00pm MST).

**Sincerely,  
TOP MARKS**

5760 Ferrier Street, Montreal, Quebec H4P 1M7

Tel: (514) 344-5454 Toll Free: 1-800-667-7105 Fax: (514) 344-5350 Toll Free Fax: 1-885-344-5350

E-mail: [info@topmarks.ca](mailto:info@topmarks.ca) Website: [www.topmarks.ca](http://www.topmarks.ca)



**TOP MARKS**

**CALGARY GIRLS' SCHOOL**

DELIVERY CANNOT BE GUARANTEED BEFORE THE START OF SCHOOL IF ORDER IS RECEIVED AFTER JUNE 15, 2019.

ORDERS CAN BE FAXED, MAILED, E-MAILED OR PLACED ON LINE  
 WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD : CA101

STUDENT'S FAMILY NAME:		STUDENT'S GIVEN NAME:	
ADDRESS:	AP T#	Home #	( )
CITY:	Postal Code:	Phone #	( )
SHIP TO: (if different from above)		Already a Customer? <input type="checkbox"/> No <input type="checkbox"/> Yes #	e-mail: <input type="checkbox"/>

DESCRIPTION	JUNIOR SIZE	ADULT SIZE	STYLE #	SIZE	QTY	JUNIOR	ADULT	TOTAL
<b>FORMAL UNIFORM (GRADES 4-9)</b>								
GIRLS BLAZER (polyester/wool) - crested	8-10-12-14-16-18	N/A	2024L-J4-BLACK			\$147.00	N/A	
LADIES BLAZER (polyester/wool) - crested	N/A	2-4-6-8-10-12-14-16-18-20	2023L-A3-BLACK			N/A	\$157.00	
GIRLS TARTAN KILT	8-10-12-14-16-18-20	N/A	3020-J4-CGS			\$79.00	N/A	
LADIES TARTAN KILT	N/A	4-6-8-10-12-14-16-18-20	302520-A3-CGS			N/A	\$86.00	
LADIES TARTAN KILT - (LONGER LENGTH - 31")	N/A	4-6-8-10-12-14-16-18-20	302531-A3-CGS			N/A	\$106.00	
LONG SLEEVE FITTED OXFORD SHIRT - crested	JS-JM-L-JXL	AXS-AS-AM-AL-AXL-20-22	1063-J2/A1-WHITE			\$29.50	\$32.50	
SHORT SLEEVE FITTED OXFORD SHIRT-crested	JS-JM-L-JXL	AXS-AS-AM-AL-AXL-20-22	1073-J2/A1-WHITE			\$28.50	\$31.00	
TARTAN TIE	ONE SIZE					\$20.00		
MODESTY SHORT (worn under the kilt)	JS-JM-L-JXL	AXS-AS-AM-AL-AXL	671Y-J2/671-A1-BLACK			\$13.00		
TIGHTS - GIRLS/LADIES black (98% nylon / 2% lycra- thinner fabric)	(JS-JM) OR (JL-JXL)	(AS-AM) OR (AL-AXL)	TIGHTS-J6/A6-BLACK			\$13.00		
TIGHTS - GIRLS/LADIES black (85% cotton/10% nylon/5% elastane - thicker fabric) "NEW"	8-10/10-12/12-14	AS-AM-AL-AXL	TIGHTS-J6/A6-HVY/BL			\$21.00		
BLACK KNEE SOCKS	6-8 / 7-9	9-11	SO-GR/LDS-SG/SL-BLACK			\$6.00		
<b>EVERYDAY UNIFORM -INCLUDES FORMAL UNIFORM OTHER THAN BLAZER</b>								
BUTTON FRONT CARDIGAN - crested	JS-JM-L-JXL	AXS-AS-AM-AL-AXL	2045-J2/A1-WINE			\$54.00	\$58.00	
V-NECK LONG SLEEVE SWEATER-crested	JS-JM-L-JXL	AXS-AS-AM-AL-AXL	2044-J2/A1-WINE			\$50.00	\$52.00	
LADIES SKORT (polyester/nylon)	N/A	2-4-6-8-10-12-14-16-18-20	3071-A3-BLACK			N/A	\$54.50	
GIRLS SKORT	8-10-12-14	N/A	3108-J4-BLACK			\$42.50	N/A	
LADIES POLY/COTTON TWILL PANT WITH SPANDEX	N/A	4-6-8-10-12-14-16-18-20	3084-A3-BLACK			N/A	\$41.00	
GIRLS POLY/COTTON TWILL PANT - NO PLEATS	8-10-12-14-16-18-20	N/A	6021/J4-BLACK			\$34.00	N/A	
<b>SUMMER UNIFORM - (After Spring Break to Thanksgiving)</b>								
SUMMER DRESS	JS-JM-L-JXL	AXS-AS-AM-AL	5040-J2/A1-WH/GRY			\$45.00		
GIRLS SKORT	8-10-12-14-16-18-20	N/A	3035-J4-BLACK			\$28.00	N/A	
SHORT SLEEVE FITTED POLO SHIRT-crested	JS-JM-L-JXL	AXS-AS-AM-AL	1738-J2/A1-WHITE			\$33.50		
SHORT SLEEVE FITTED POPLIN BLOUSE-crested	JS-JM-L-JXL	AXS-AS-AM-AL	1021-J2/A1-WHITE			\$28.50	\$31.00	
WHITE KNEE SOCKS (can be worn with the summer dress only)	6-8 / 7-9	9-11	SO-GR/LDS-SG/SL-WHITE			\$6.00		
<b>GYM UNIFORM</b>								
FLEECE JOGGING PANT/ELASTIC BOTTOM- emb. mandatory -	JS-JM-L-JXL	AXS-AS-AM-AL-AXL	1411E-J2/A1-BLACK			\$34.00		
HOODED FLEECE JACKET- emb. mandatory	JS-JM-L-JXL	AXS-AS-AM-AL-AXL	1412-J2/A1-BLACK			\$53.50		
GIRLS V-NECK MESH T-SHIRT - printed	JS-JM-L-JXL	AXS-AS-AM-AL-AXL	2008-J2/A1-BURG			\$16.50	\$17.50	
LONG SLEEVE T-SHIRT - (intended to be worn under the burgundy gym t-shirt only)	JS-JM-L-JXL	AS-AM-AL-AXL	1032-J2/A1-WHITE			\$17.00	\$18.00	
MESH GYM SHORT - DRY FIT - printed mandatory	JS-JM-L-JXL	AXS-AS-AM-AL-AXL	1230J-J2/A1-BLACK			\$21.50	\$22.50	
GYM BAG - printed - (mandatory for grades 4,5,6,& 7)	6-8 / 7-9	9-11	SO-ANK-SS-WHITE			\$16.00		
<b>ACCESSORIES</b>								
HEADBAND (TWO TONE- BLACK/BURGUNDY)		ONE SIZE	HBRAD2/OS/BLK/RBU			\$14.00		
SWEETHEART CLIP-BLACK		ONE SIZE	CLP/SH/OS/BLACK			\$14.00		
HAIR SCRUNCHIE		CGS TARTAN	SCRUN-OS-CGS			\$8.00		
NAME/TAPES (100 PER PACK)-	STRONGLY RECOMMENDED	NAME:	NAME-TAPES-WHITE			\$9.00		
<b>Payment:</b>	<input type="checkbox"/> CASH <input type="checkbox"/> VISA <input type="checkbox"/> CHEQUE <input type="checkbox"/> <input type="checkbox"/>							
Credit Card Number	Expiration date		CVV CODE (3 DIGITS BEHIND THE CREDIT CARD)					
Cardholder Name	M / M / Y Y							
Signature	ORDERS PAID BY CHEQUE WILL BE HELD FOR 15 WORKING DAYS							
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					<b>PURCHASE TOTAL</b> SHIPPING + \$10.00 SUB TOTAL = TAX: 5% + TOTAL = <b>25 % DEPOSIT</b> PAYMENT IN FULL →			

# CALGARY GIRLS CHARTER SCHOOL SIZING CHART

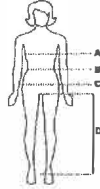
FOR PARENTS WHO ARE UNFAMILIAR WITH TOP MARKS SIZING, WE PROVIDE BELOW A SIZING CHART AS A GUIDELINE FOR YOU TO DETERMINE YOUR CHILD'S SIZING. WE RECOMMEND THAT YOU COMPLETE THE BASIC MEASUREMENT TABLE INDICATED BELOW. WITH THIS INFORMATION, WE CAN DOUBLE CHECK THE SIZES YOU HAVE ORDERED.

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:	
HEIGHT:	
WEIGHT:	
CHEST:A	
WAIST:B	
HIPS:C	
INSEAM: D	



**REGARDING WAIST : B**  
 MEASURE AROUND WAIST (MAYBE LOWER)  
 WHERE YOU NORMALLY WEAR YOUR PANTS  
 OR SKIRT.

### JUNIOR SIZES

	JS		JM		JL		JXL		AXS	AS	AM	AL	AXL	AXXL
SIZE	7	8	10	12	14	16	18	20						
HEIGHT	47	49	51	54	57	59	60	61	61	62	65	68	71	71+
CHEST	24	25	26	27	29	31	32	33	33	35	38	41	44	45
WAIST	22	23	24	25	26	27	28	29	27-28	28-29	30-32	32-34	34-36	36-38
HIPS	25	26	27	29	31	33	35	36	36	37	38	40	42	44
INSEAM	21	22	25	26	27	28	29	29	34	34	34	34	34	34

#### GIRLS BLAZER - 2024J

	8	10	12	14	16	18
CHEST*	23	25	27	29	31	32
HIP	25	27	29	31	33	35

(\*MOST IMPORTANT MEASUREMENT IS CHEST)

#### LADIES BLAZER - 2023L

	2	4	6	8	10	12	14	16	18	20
CHEST*	30/31	31/32	32/33	34/35	36/37	38/39	40/41	42/43	44/45	46/47
HIP	29/31	31/33	33/36	36/37	38/39	39/41	41/43	43/45	45/47	47/49

(\*MOST IMPORTANT MEASUREMENT IS CHEST)

#### LADIES KILT - 302520/302531

	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	22
WAIST	24/25	26/27	28/29	30/31	32/33	34/35	36/37	38/39	40/41	42/43
HIPS	29/30	31/32	33/34	35/36	37/38	39/40	41/42	43/44	45/46	47/48
INSEAM	32	32	32	32	32	32	32	32	32	32

#### LADIES SKORT (poly/rayon)-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
HIPS	32/33	34/35	36/37	38/39	40/41	42/43	44/45	46/47	48/49

#### GIRLS SKORT (poly/rayon) - 3108

	8	10	12	14
WAIST	20/21	21/22	22/23	23/24
HIPS	30/31	32/33	34/35	36/37

#### FITTED SHIRTS - 1063/1073/1021

	JS	JM	JL	JXL	AXS	AS	AM	AL	AXL	20	22
CHEST	24/25	26/27	28/29	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45

#### FITTED POLO - 1015/1736

	JS	JM	JL	JXL	AXS	AS	AM	AL	AXL		
CHEST	24/25	26/27	28/29	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45

#### THINNER FABRIC

TIGHTS SIZING CHART		
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

#### THICKER FABRIC

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