



Dear Parents Cloverdale Catholic School,

Top Marks is proud to be the uniform supplier for **Cloverdale Catholic School**. We assure you that we are committed to serving you to the best of our ability.

The following letter is designed to provide you with an overview of the ordering process. We ask for your cooperation in submitting orders by the deadline date indicated on the enclosed order form, as this will provide us with the ability to serve you as efficiently as possible.

FITTING DATES (BY APPOINTMENT ONLY)

Cloverdale Catholic School invites you to attend fitting sessions at the school (dates below), which will be conducted for all students **BY APPOINTMENT ONLY**. Fitting sessions provide you with the ability to have your child fitted **and** complete your order form. You may book your appointment using one of the following options:

- Online through our web based appointment system (see back for instructions)
- By sending an e-mail to info@topmarks.ca or by calling our Customer Service department at 1-800-667-7105 (Monday to Friday, 6:00am – 2:00pm PST).

Fitting Date	Times
Wednesday, May 11 th , 2016	2:30pm-6:00pm

ALTERNATIVE METHODS FOR ORDERING

Should you be unable to attend the fitting sessions, additional options for placing your order are:

- Online via Top Marks web site at www.topmarks.ca. (**Your school code is CLO01**)
- By completing the attached order form and submitting it by mail (see address below) or toll free fax to 1-855-344-5350. Parents who are ordering for the first time are invited to complete the sizing chart. We will size your child based on the measurements provided.
- Via e-mail by listing the styles you wish to purchase, size, colour, quantity and the name of the school. Please also include your name, address, telephone number and credit card number for payment.

Unfortunately, we do not accept any orders over the phone.

DELIVERY AND PAYMENT PROCEDURES

For each order placed prior to June 1st, 2016, we require a 25% deposit which can be paid by Visa, MasterCard or personal cheque. Please note orders paid by cheque are held for 15 working days for cheque clearance. Please note that cash deposits must not be mailed. Regretfully, we will be unable to process any order which is received without a form of payment. Orders submitted subsequent to June 1st, 2016 will be charged in full.

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 your deposit was paid by Visa or Master Card, the balance owing will be charged to the same card just prior to shipping.
- If you pay the deposit by cheque, we ask that you provide a post-dated cheque dated June 15th, 2016 for the balance. **Please note that orders paid by cheque are held for 15 working days, for cheque clearance.** Alternatively, you can provide a credit card to pay the balance.
- If you are not at 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

Enclosed with all shipments are instructions 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 at 1-800-667-7105, (Monday to Friday, 6:00am – 2:00pm PST) or you can refer to our online <Frequently Asked Questions> directly available on our web site at www.topmarks.ca.

TOP MARKS

Instructions for Booking Appointments Online

For families who wish to book online, 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.

1. Enter **CLO01** 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, 6:00am – 2:00pm PST).

Sincerely,
TOP MARKS



STUDENT'S FAMILY NAME: _____		STUDENT'S GIVEN NAME: _____	
ADDRESS: _____		APT# _____	
CITY: _____		Postal Code: _____	
SHIP TO: _____ <small>(if different than above)</small>		Postal Code: _____	
		Home Phone # () _____	
		Day Phone # () _____	
		Already a Customer? <input type="checkbox"/> No <input type="checkbox"/> Yes # _____	
		e-mail: _____ @ _____	

DELIVERY CANNOT BE GUARANTEED BEFORE THE START OF SCHOOL IF ORDER IS RECEIVED AFTER JUNE 15th, 2016.

ORDERS CAN BE FAXED, MAILED, E-MAILED OR PLACED ONLINE

WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD- CLO01

CLOVERDALE CATHOLIC SCHOOL

GIRLS	JUNIOR SIZE	ADULT SIZE	STYLE #	SIZE	QTY	JR.PRICE	AD.PRICE	TOTAL
SHORT SLEEVE FITTED POLO SHIRT - embroidered	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	1015-J1/J2/A1-WHITE			\$26.00	\$28.00	
FRONT BOX PLEAT SKIRT (mandatory grades K - 7)	4-5-6-6X-7-8-10-12-14-16-18-20	N/A	3059-J3/J4-NAVY			\$38.50	N/A	
GIRLS FLAT FRONT POLY/COTTON TWILL PANT (optional October 15 - February 28)	3-4-5-6-6X-7-8-10-12-14-16-18-20	N/A	6021-J3/J4-NAVY			\$33.00	N/A	
LADIES FLAT FRONT POLY/COTTON TWILL PANT (optional October 15 - February 28)	N/A	4-6-8-10-12-14-16-18-20	3084-A3-NAVY			N/A	\$40.00	
MODESTY SHORT (worn under skirt)	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL	671Y-J1/J2/671-A1-BLACK			\$12.50		
KNEE SOCKS	6-8 / 7-9	9-11	SO-GRL/LDS-SG/SL-NAVY			\$6.25		
TIGHTS (optional October 15 - February 28)	(JS-JM) or (JL-JXL)	(AS-AM) or (AL-AXL)	TIGHTS-J5/A5-NAVY			\$12.00		

BOYS

SHORT SLEEVE POLO SHIRT - embroidered	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	1006-J1/J2/A1-WHITE			\$26.00	\$28.00	
BOYS FLAT FRONT POLY/COTTON TWILL PANT - no pleats	3-4-5-6-6X-7-8-10-12-14-16-18-20	N/A	6015-J3/J4-NAVY			\$33.00	N/A	
MENS FLAT FRONT POLY/COTTON TWILL PANT - no pleats	N/A	28-30-32-34-36-38-40-42-44	6020-A2-NAVY			N/A	\$40.00	
FLAT FRONT WALKING SHORT (optional April 15 - September 30)	3-4-5-6-6X-7-8-10-12-14-16-18-20	N/A	5014-J3/J4-NAVY			\$26.50	N/A	
ANKLE SOCKS	4-6 / 6-8 / 8-10	10-13	SO-BOY/MEN-SB/SM-NAVY			\$5.75	\$6.25	

UNISEX

V-NECK SLEEVELESS VEST - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	2004-J1/J2/A1-RED			\$42.00	\$44.00	
V-NECK LONG SLEEVE SWEATER - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	2044-J1/J2/A1-RED			\$50.00	\$53.00	
BUTTON FRONT CARDIGAN - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	2045-J1/J2/A1-RED			\$56.00	\$58.00	
RUGBY PANT - full elastic waist pull on pant	2-3-JXXS-JXS-JS-JM-JL-JXL	N/A	5018-J1/J2-NAVY			\$28.00	N/A	

GYM UNIFORM - GRADES K-7

GYM T-SHIRT - printed (optional grades K-3, mandatory grades 4-7)	JXXS-JXS-JS-JM-JL-JXL	AS-AM-AL-AXL	1027-J1/J2/A1-WHITE			\$13.00		
DAZZLE SHORT - printed	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	1026-J1/J2/A1-RED			\$20.00		

Payment :

CASH: <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	CHEQUE: <input type="checkbox"/>	 <input type="checkbox"/>
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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 WHEN
DEPOSITS ARE PAID BY VISA OR MASTERCARD.
ORDERS RECEIVED AFTER JUNE 1st WILL BE CHARGED IN FULL

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	=
TAX: 5%	+
SUB TOTAL	=
SHIPPING (Including Taxes)	+ \$ 9.45
TOTAL	=
25 % DEPOSIT →	
or	
PAYMENT IN FULL →	

SIZING CHART

CLOVERDALE CATHOLIC SCHOOL

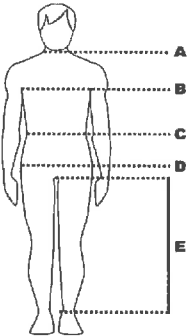
FOR PARENTS WHO ARE UNFAMILIAR WITH TOP MARKS SIZING, WE PROVIDE BELOW A SIZING CHART AS A GUIDELINE FOR YOU TO DETERMINE YOUR CHILD'S SIZING. WE RECOMMEND THAT YOU COMPLETE THE BASIC MEASUREMENT TABLE INDICATED BELOW. WITH THIS INFORMATION, WE CAN DOUBLE CHECK THE SIZES YOU HAVE ORDERED.

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/FEMALE:	
HEIGHT:	
WEIGHT:	
NECK:A	
CHEST:B	
WAIST:C	
HIPS:D	
INSEAM:E	



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

JUNIOR SIZE			
XXS			
SIZE	3	4	5
HEIGHT	35-38	39	42
CHEST	22	23	23
WAIST	20	20-1/2	21
HIPS	21-1/2	22	22-1/2
INSEAM	16	17	18

JUNIOR SIZES										
JXS		JS		JM		JL		JXL		
SIZE	6	6X	7	8	10	12	14	16	18	20
HEIGHT	43	45	47	49	51	54	57	59	60	61
CHEST	23	24	24	25	26	27	29	31	32	33
WAIST	21	22	22	23	24	25	26	27	28	29
HIPS	23	24	25	26	27	29	31	33	35	36
INSEAM	19	20	21	22	25	26	27	28	29	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

FITTED POLO SHIRT-1015												
	3	JXXS	JXS	JS	JM	JL	JXL	AXS	AS	AM	AL	AXL
CHEST	17-18	19-20	21-22	23-24	25-26	27-28	29-30	31-32	33-34	35-36	37-38	39-40
GIRLS FRONT PLEAT SKIRT- 3059												
	4	5	6	6X	7	8	10	12	14	16	18	20
WAIST	20	20 1/2	21	21 3/4	21 3/4	22 1/2	23 1/2	24 1/2	25 1/2	26 1/2	27 1/2	28 1/2
HIP	26	28	28	30	30	30	32	34	34	36	36	38
LENGTH	15	15 1/2	16	16 1/2	17	17 1/2	18 1/2	19 1/2	20 1/2	21 1/2	22 1/2	23 1/2
LADIES PANTS-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			
MENS PANTS-6020												
	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	36	38	40	42	44	46	48	50	52			
INSEAM	34	34	34	34	34	34	34	34	34			

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
BOYS/MENS SOCKS				
SHOE SIZE	1-7	7-13	1-6	7-12
SOCK SIZE	4-6	6-8	8-10	10-13