



Dear Parents of Holy Cross School,

TOP MARKS is pleased to be the uniform supplier for Holy Cross School. We assure you that we are committed in serving the Holy Cross School community to the best of our ability. We cannot stress enough the importance of receiving your order by the deadline date indicated on your order form. Your cooperation will help us serve you as efficiently as possible.

Holy Cross invites you to attend the fitting session noted below. The fitting sessions **FOR ALL STUDENTS** will be conducted **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 email to [info@topmarks.ca](mailto:info@topmarks.ca) or by calling our Customer Service department at 1-800-667-7105 (Monday to Friday, 8:00am – 4:00pm CST )

Thursday, June 2<sup>nd</sup>, 2016

3:00pm-7:00pm

Should you be unable to attend the fitting dates above you may place your order using one of the following procedures:

- Online through our secure web site at [www.topmarks.ca](http://www.topmarks.ca). Your school code is **HOL01**
- By completing the attached order form and measurement chart and submitting it by mail or fax to 1-855-344-5350.
- By e-mail (simply by listing the styles you wish to purchase indicating size, colour, quantity and the name of the school you are ordering for. Please include your name, address and telephone number and your credit card number).

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

#### **DELIVERY AND PAYMENT PROCEDURES:**

- For each order placed, we require full payment which can be paid by Visa, MasterCard, or Cheque. Please note orders paid by cheque are held 15 working days for clearance.
- 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 when your order is shipped. You must provide an email address on the order form to take advantage of this feature.
- If you are not at home to receive your insured parcel, Canada Post will leave a postcard notifying you that you have a package for pick-up that lists the address of the local postal outlet where you can pick it up. 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 included with our shipment of your uniform, information on how to proceed with an exchange, if necessary.

Should you have any questions whatsoever, please do not hesitate to contact our customer service department using our toll free telephone number, 1-800-667-7105 (Monday to Friday, 8:00am – 4:00pm CST) or you can refer to our online <Frequently Asked Questions> directly from our web site at [www.topmarks.ca](http://www.topmarks.ca).

Sincerely,

TOP MARKS

## 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 **HOL01** 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, 8:00am – 4:00pm CST).

Sincerely,  
**TOP MARKS**



\* PLEASE "PRINT" CLEARLY \*

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

**DELIVERY CANNOT BE GUARANTEED BEFORE THE START OF SCHOOL IF ORDER IS RECEIVED AFTER JUNE 30, 2016**  
**ORDERS CAN BE FAXED, MAILED, E-MAILED OR PLACED ON LINE**  
**WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD - HOL01**

## HOLY CROSS SCHOOL

DESCRIPTION	JUNIOR	ADULT	STYLE #	SIZE	QTY	JR.PRICE	AD.PRICE	TOTAL
WHITE SHORT SLEEVE POLO SHIRT - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1006-J1/J2/A1-WHITE			\$24.00	\$26.00	
MID-BLUE SHORT SLEEVE POLO SHIRT - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1006-J1/J2/A1-MIDBLU			\$26.00	\$28.00	
MID-BLUE LONG SLEEVE POLO SHIRT - embroidered <b>**new**</b>	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1005-J1/J2/A1-MIDBLU			\$28.00	\$30.00	
FITTED SHORT SLEEVE BLOUSE - embroidered	JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-20-22	1021-J2/A1-WHITE			\$27.00	\$29.00	
ELASTIC WAIST PULL ON PANTS	2-3-JXXS-JXS-JS-JM-JL-JXL	N/A	5018-J1/J2-NAVY			\$27.00	N/A	
BOYS FLAT FRONT POLY/COTTON TWILL PANT - elastic back	4-5-6-6X-7-8-10-12-14-16-18-20	N/A	6015-J3/J4-NAVY			\$32.00	N/A	
BOYS / MENS FLAT FRONT POLY/COTTON TWILL PANT	8-10-12-14-16-18-20	26-28-30-32-34-36-38-40-42-44	6035-J4-6020-A2-NAVY				\$37.50	
GIRLS POLY/COTTON TWILL PANT	4-5-6-6X-7-8-10-12-14-16-18-20	N/A	6021-J3/J4-NAVY			\$32.00	N/A	
JUNIOR UNISEX HUSKY PANT	8-10-12-14-16-18-20	N/A	6029-J4-NAVY			\$32.00	N/A	
FLAT FRONT WALKING SHORT	4-5-6-6X-7-8-10-12-14-16-18-20	N/A	5014-J3/J4-NAVY			\$22.00	N/A	
UNISEX CARGO SHORT	10-12-14-16-18-20	28-30-32-34-36-38-40-42-44	6026-J4/6025-A2-NAVY			\$36.50	\$37.50	
GIRLS V-FRONT JUMPER - embroidered	4-5-6-6X-7-8-10-12-14-16-18-20	N/A	1023-J3/J4-NAVY			\$35.50	N/A	
GIRLS SKORT - elastic back	4-5-6-6X-7-8-10-12-14-16-18-20	N/A	3035-J3/J4-NAVY			\$29.00	N/A	
PLEATED SKIRT - elastic back	4-5-6-6X-7-8-10-12-14-16-18-20	N/A	3059-J3/J4-NAVY			\$37.50	N/A	
LADIES NAVY KILT	N/A	4-6-8-10-12-14-16-18-20	302520-A3-NAVY			N/A	\$52.00	
LADIES POLY / COTTON TWILL PANTS	N/A	4-6-8-10-12-14-16-18-20	3084-A3-NAVY			N/A	\$38.00	
MICRO POLAR FLEECE SWEATER - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	2067-J1/J2/A1-NAVY			\$42.50	\$46.00	
FULL ZIP HOODED FLEECE SWEATER - embroidered	JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1420-J2/A1-NAVY			\$37.00	\$39.50	
BOYS SOCKS	4-6 / 6-8 / 8-10	10-13	SO-BOY/MEN-SB/SM-NAVY				\$6.00	
GIRLS SOCKS	4-6 / 6-8 / 7-9	9-11	SO-GRL/LDS-SG/SL-NAVY				\$6.00	
GIRLS TIGHTS	(JS-JM) OR (JL-JXL)	(AS-AM) OR (AL-AXL)	TIGHTS-J5/A5-NAVY				\$12.50	
LADIES MODESTY SHORT	JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	671Y-J2/671-A1-BLACK				\$12.50	
<b>GYM UNIFORM - GRADES 3-8</b>								
GYM T-SHIRT - printed crest	JXXS-JXS-JS-JM-JL-JXL	AS-AM-AL-AXL-AXXL	1027-J1/J2/A1-GREY			\$14.50	\$16.50	
DAZZLE SHORT - printed "HCS"	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1030L-J1/J2/A1-NAVY			\$16.50	\$18.00	

NAME/TAPES \_\_\_\_\_ NAME: \_\_\_\_\_ \$9.50

**\*\*\*\*LIQUIDATION ON LONG SLEEVE OXFORD SHIRT - WHILE QUANTITIES LAST- PRICE ALREADY REFLECTS 40% DISCOUNT. ALL SALES ARE FINAL, NO EXCHANGES/NO REFUNDS**

\*\*\*\*LONG SLEEVE OXFORD SHIRT - embroidered 4-5-6-6X-7-8-10-12-14-16-18 AS-AM-AL-AXL-AXXL 1007-J3/J4/A1-WHITE \$15.50 \$16.50

**Payment:**

CASH:                            

Expiration date \_\_\_\_\_ M / Y Y

Credit Card Number \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Signature \_\_\_\_\_

ORDERS PAID BY CHEQUE WILL BE HELD FOR 16 WORKING DAYS

PAYMENTS IN FULL MUST ACCOMPANY YOUR ORDER  
 ORDERS ARE ACCEPTED BY FAX/EMAIL WHEN DEPOSITS ARE PAID BY VISA OR MASTERCARD.

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

<b>PURCHASE TOTAL</b>	
<b>SHIPPING</b>	<b>+ \$6.50</b>
<b>SUB TOTAL</b>	<b>=</b>
<b>TAX: 5%</b>	<b>+</b>
<b>TOTAL</b>	<b>=</b>
<b>PAYMENT IN FULL</b>	<b>→</b>

# SIZING CHART HOLY CROSS SCHOOL

## UNSURE OF A SIZE ? HERE'S HELP

TO ENSURE A GREAT 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

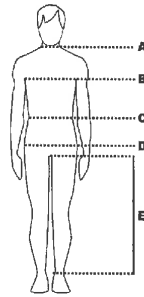
**WAIST :** MEASURE AROUND NARROWEST PART OF THE WAIST

**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.

SIZE	JUNIOR SIZES											
	XXS		JXS		JS		JM		JL		JXL	
	4	5	6	6X	7	8	10	12	14	16	18	20
HEIGHT	39	42	43	45	47	49	51	54	57	59	60	61
CHEST	23	23	23	24	24	25	26	27	29	31	32	33
WAIST	20-1/2	21	21	22	22	23	24	25	26	27	28	29
HIPS	22	22-1/2	23	24	25	26	27	29	31	33	35	36
INSEAM	17	18	19	20	21	22	25	26	27	28	29	29

SIZE	ADULT SIZES					
	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

**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

**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

**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	22
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	43 1/2
INSEAM	31	31	32	32	32	32	32	32	32	32

**MENS PANT -6020**

	28	30	32	34	36	38	40	42	44
WAIST	26-28	29-30	31-32	33-34	35-36	37-38	39-40	41-42	43-44
INSEAM	33	33	33	33	33	33	33	33	33

**BOYS HUSKY PANT-6029**

	10	12	14	16	18	20
WAIST	30	31	32	34	36	38
HIP	41	42	43	45	47	49
INSEAM	27 1/2	28 1/2	29 1/2	30 1/2	31 1/2	32 1/2