



**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 session **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 )

<b>Wednesday, May 8<sup>th</sup>, 2019</b>	<b>3:00pm – 7:00pm (In the Gym)</b>
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**Should you be unable to attend the fitting date 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.

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

**DELIVERY AND PAYMENT PROCEDURES:**

For each order placed prior to June 1<sup>st</sup>, 2019, a 25% deposit is required which can be paid by Visa, MasterCard or personal cheque. Cash and Interac are accepted at the fitting session. Please note that orders paid by cheque are held for 15 working days for cheque clearance. Please also 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 1<sup>st</sup>, 2019 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 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 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, 8:00am – 4:00pm CST). **You can always 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 **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**



TOP MARKS

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 - HOL01

# HOLY CROSS SCHOOL

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 FROM ABOVE)		e-mail: _____	
Postal Code: _____	Postal Code: _____	Apt # _____	

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			\$25.00	\$27.00	
IRIS-BLUE SHORT SLEEVE POLO SHIRT - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1006-J1/J2/A1-IRISBL			\$27.00	\$29.00	
IRIS-BLUE LONG SLEEVE POLO SHIRT - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1005-J1/J2/A1-IRISBL			\$29.00	\$31.00	
FITTED SHORT SLEEVE BLOUSE - embroidered	JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-20-22	1021-J2/A1-WHITE			\$28.00	\$30.00	
ELASTIC WAIST PULL ON PANTS	2-3-JXXS-JXS-JS-JM-JL-JXL	N/A	5018NC-J1/J2-NAVY			\$28.00	N/A	
BOYS FLAT FRONT POLYCOTTON TWILL PANT - elastic back	4-5-6-7-8-10-12-14-16-18-20	N/A	6015-J3/J4-NAVY			\$34.00	N/A	
MENS FLAT FRONT POLYCOTTON TWILL PANT	8-10-12-14-16-18-20	N/A	6035-J4-NAVY			\$38.50	N/A	
GIRLS POLY COTTON TWILL PANT	4-5-6-7-8-10-12-14-16-18-20	26-28-30-32-34-36-38-40-42-44	6020-A2-NAVY			N/A	\$40.00	
JUNIOR UNISEX HUSKY PANT	8-10-12-14-16-18-20	N/A	6021-J3/J4-NAVY			\$34.00	N/A	
FLAT FRONT WALKING SHORT	4-5-6-7-8-10-12-14-16-18-20	N/A	6029-J4-NAVY			\$34.00	N/A	
UNISEX GARGO SHORT	8-10-12-14-16-18-20	26-30-32-34-36-38-40-42-44	6014-J3/J4-NAVY			\$23.50	N/A	
GIRLS V-FRONT JUMPER - embroidered	4-5-6-7-8-10-12-14-16-18-20	N/A	6026-J4/6/025-A2-NAVY			\$37.00	\$39.00	
GIRLS SKORT - elastic back	4-5-6-7-8-10-12-14-16-18-20	N/A	1023-J3/J4-NAVY			\$37.00	N/A	
PLEATED SKIRT - elastic back	4-5-6-7-8-10-12-14-16-18-20	N/A	3055-J3/J4-NAVY			\$30.00	N/A	
LADIES NAVY KILT	N/A	N/A	3059-J3/J4-NAVY			\$39.00	N/A	
LADIES POLY / COTTON TWILL PANTS	JXXS-JXS-JS-JM-JL-JXL	4-6-8-10-12-14-16-18-20	302520-A3-NAVY			N/A	\$54.00	
MICRO POLAR FLEECE SWEATER - embroidered	JXS-JS-JM-JL-JXL	4-6-8-10-12-14-16-18-20	3084-A3-NAVY			N/A	\$39.50	
FULL ZIP HOODED FLEECE SWEATER - embroidered	JXS-JS-JM-JL-JXL	4-6-8-10-12-14-16-18-20	2067-J1/J2/A1-NAVY			\$43.50	\$47.00	
BOYS SOCKS	4-6 / 6-8 / 8-10	10-13	1420-J2/A1-NAVY			\$38.50	\$41.00	
GIRLS SOCKS	4-6 / 6-8 / 7-9	9-11	SO-BOY/MEN-SB/SM-NAVY			\$6.25	\$6.25	
GIRLS TIGHTS	(JS-JM) OR (JL-JXL)	(AS-AM) OR (AL-AXL)	SO-GR/LD/S-SG/SL-NAVY			\$6.25	\$13.00	
LADIES MODESTY SHORT	JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	TIGHTS-J5/AS-NAVY			\$13.50	\$13.50	
<b>GYM UNIFORM - GRADES 3-8</b>								
GYM T-SHIRT - printed crest	JXS-JS-JM-JL-JXL	AS-AM-AL-AXL-AXXL	1027-J1/J2/A1-GREY			\$15.00	\$17.00	
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:						\$10.00	

A 25% DEPOSIT MUST ACCOMPANY YOUR ORDER  
 ORDERS ARE ACCEPTED BY FAX/EMAIL WHEN DEPOSITS ARE PAID BY VISA OR  
 MASTERCARD. ORDERS RECEIVED AFTER JUNE 1st WILL BE CHARGED IN FULL

Payment:  CASH    CHEQUE

CVV CODE (3 DIGITS BEHIND THE CREDIT CARD) \_\_\_\_\_

Expiration date \_\_\_\_\_

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

MM / YY \_\_\_\_\_

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

Signature \_\_\_\_\_

ORDERS PAID BY CHEQUE WILL BE HELD FOR 15 WORKING DAYS

TOP MARKS  
 5760 FERRIER STREET, MONTREAL, 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	+	\$7.50
SHIPPING	=	
SUB TOTAL	=	
TAX: 5%	+	
TOTAL	=	
25 % DEPOSIT	→	
PAYMENT IN FULL	→	

# 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

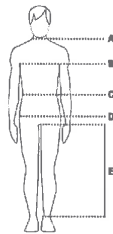
**WAIST :** MEASURE AROUND NARROWEST PART OF THE WAIST

**HIPS :** MEASURE AROUND THE FULLEST PART OF HIPS

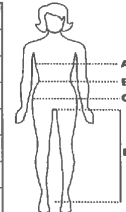
**INSEAM:** LAY PANTS OF A FAVOURABLE LENGTH ON A FLAT SURFACE - MEASURE ALONG INSEAM FROM CROTCH TO BOTTOM OF LEG

**MY CHILD'S MEASUREMENTS (IN INCHES) ARE :**

AGE :	
MALE:	
HEIGHT :	
WEIGHT :	
NECK: A	
CHEST: B	
WAIST: C	
HIPS: D	
INSEAM: E	



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



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

**REGARDING WAIST : B**  
MEASURE AROUND WAIST (MAYBE LOWER) - WHERE YOU NORMALLY WEAR YOUR PANTS AND SKIRTS.

### JUNIOR SIZES

	XXS		JXS		JS		JM		JL		JXL	
SIZE	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

### 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

#### FIITED SHORT SLEEVE BLOUSE BLOUSE - 1021

	JXS	JS	JM	JL	JXL	AXS	AS	AM	AL	AXL	20	22
CHEST	22/23	24/25	26/27	28/29	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45
SLEEVE LENGTH	22 1/4	25	27 1/2	29 1/2	30 1/2	31	31 1/2	32	32 1/2	33	33 1/2	34

#### 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
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
INSEAM	31	31	32	32	32	32	32	32	32

#### MENS CARGO SHORT - 6025

	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
INSEAM	34	34	34	34	34	34	34	34	34

#### BOYS PANT/No Elastic and CARGO SHORT - 6035/6026

	8	10	12	14	16	18	20
WAIST	24 1/2	25 1/2	26 1/2	27 1/2	28 1/2	29 1/2	30 1/2
INSEAM	27 1/2	28 1/2	29 1/2	30 1/2	31 1/2	32 1/2	33 1/2

#### BOYS HUSKY PANT - 6029

	8	10	12	14	16	18	20
WAIST	30	31	32	33	35	37	39
INSEAM	28 1/2	29 1/2	30 1/2	31 1/2	32 1/2	33 1/2	34 1/2

#### 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