



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 DATE (BY APPOINTMENT ONLY)

Cloverdale Catholic School invites you to attend the fitting session at the school (date 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	Time
Thursday, June 13 th , 2019	3:00pm-7:00pm In the Gym

ALTERNATIVE METHODS FOR ORDERING

Should you be unable to attend the fitting session, 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, we require full payment which can be paid by Visa, MasterCard or Cheque. Cash and Interac are accepted at the fitting session. 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. Please note your order can be shipped to an alternate address by indicating it on your order form.
- 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, 6:00am – 2:00pm PST) or you can refer to our online <Frequently Asked Questions> directly from our web site at www.topmarks.ca.

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. Please note that if you have already created an online profile, simply login to the system and skip directly to # 3.

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



TOP MARKS

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

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

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

CLOVERDALE CATHOLIC SCHOOL

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

	JUNIOR SIZE	ADULT SIZE	STYLE #	SIZE	QTY	JR. PRICE	AD. PRICE	TOTAL
GIRLS								
SHORT SLEEVE FITTED POLO SHIRT - embroidered	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	1015-J1/J2/A1-WHITE			\$27.00	\$29.00	
FRONT BOX PLEAT SKIRT (mandatory grades K - 7)	4-5-6-7-8-10-12-14-16-18-20	N/A	3059-J3/J4-NAVY			\$39.50	N/A	
GIRLS FLAT FRONT POLY/COTTON TWILL PANT (optional October 15 - February 28)	3-4-5-6-7-8-10-12-14-16-18-20	N/A	6021-J3/J4-NAVY			\$34.00	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	\$41.50	
MODESTY SHORT (worn under skirt)	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL	671Y-J1/J2/671-A1-BLACK			\$13.00		
KNEE SOCKS	4-6 / 6-8 / 7-9	9-11	SO-GR/L/D/S-SG/SL-NAVY			\$6.50		
TIGHTS (optional October 15 - February 28)	(J-S-JM) or (JL-JXL)	(AS-AM) or (AL-AXL)	TIGHTS-J5/A5-NAVY			\$12.50		
BOYS								
SHORT SLEEVE POLO SHIRT - embroidered	3-JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	1006-J1/J2/A1-WHITE			\$27.00	\$29.00	
BOYS FLAT FRONT POLY/COTTON TWILL PANT - no pleats	3-4-5-6-7-8-10-12-14-16-18-20	N/A	6015-J3/J4-NAVY			\$34.00	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	\$41.00	
FLAT FRONT WALKING SHORT (optional April 15 - September 30)	3-4-5-6-7-8-10-12-14-16-18-20	N/A	5014-J3/J4-NAVY			\$27.50	N/A	
ANKLE SOCKS	4-6 / 6-8 / 8-10	10-13	SO-BOY/MEN-SB/SM-NAVY			\$6.00	\$6.50	

	JUNIOR SIZE	ADULT SIZE	STYLE #	SIZE	QTY	JR. PRICE	AD. PRICE	TOTAL
UNISEX								
V-NECK SLEEVELESS VEST - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	2004-J1/J2/A1-DK/RED			\$43.50	\$45.50	
V-NECK LONG SLEEVE SWEATER - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	2044-J1/J2/A1-DK/RED			\$52.00	\$55.00	
BUTTON FRONT CARDIGAN - embroidered	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	2045-J1/J2/A1-DK/RED			\$58.00	\$59.50	
RUGBY PANT - full elastic waist pull on pant (Modified Style - Slimmer Fit / No Cuff)	2-3-JXXS-JXS-JS-JM-JL-JXL	N/A	5018NC-J1/J2-NAVY			\$29.00	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			\$13.50		
DAZZLE SHORT - printed	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	1026-J1/J2/A1-RED			\$20.00		

Payment:

CASH: CHEQUE:

Expiration date MM / YY

CVV CODE (3 DIGITS BEHIND THE CREDIT CARD)

Cardholder Name

Signature

ORDERS PAID BY CHEQUE WILL BE HELD FOR 15 WORKING DAYS

FULL PAYMENT MUST ACCOMPANY YOUR ORDER, ORDERS ARE ACCEPTED BY FAX WHEN PAYMENTS ARE MADE BY VISA OR MASTERCARD.

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	
SHIPPING	+ \$10.00
SUB TOTAL	=
TAX: 5%	+
TOTAL	=

CLOVERDALE CATHOLIC 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

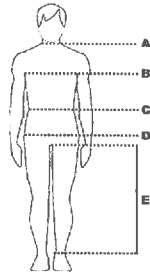
WAIST: MEASURE AROUND NARROWEST PART OF THE WAIST

HIPS: MEASURE AROUND THE FULLEST PART OF HIPS

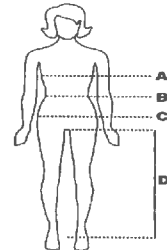
INSEAM: LAY PANTS OF A FAVOURABLE LENGTH ON A FLAT SURFACE - MEASURE ALONG INSEAM FROM CROTCH TO BOTTOM OF LEG

MY CHILD'S MEASUREMENTS (IN INCHES) ARE:

AGE:	
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 SKIRT

For Styles, 6021/6015/5014/5018NC,1006/1026/1027/2004/2044/2045/671Y/671 use the generic sizing chart below.

SIZE	JUNIOR SIZE												
	3	4	5	6	6X	7	8	10	12	14	16	18	20
HEIGHT	35-38	39	42	43	45	47	49	51	54	57	59	60	61
CHEST	22	23	23	23	24	24	25	26	27	29	31	32	33
WAIST	20	20-1/2	21	21	22	22	23	24	25	26	27	28	29
HIPS	21-1/2	22	22-1/2	23	24	25	26	27	29	31	33	35	36
INSEAM	16	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

FITTED POLO SHIRT-1015												
	3	JXXS	JXS	JS	JM	JL	JXL	AXS	AS	AM	AL	AXL
CHEST	18/19	20/21	22/23	24/25	26/27	28/29	30/31	32/33	34/35	36/37	38/39	40/41

GIRLS FRONT PLEAT SKIRT- 3059												
	4	5	6	7	8	10	12	14	16	18	20	
WAIST	20	20 1/2	21	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	32	34	34	36	36	38	
LENGTH	15	15 1/2	16	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	24/25	26/27	28/29	30/31	32/33	34/35	36/37	38/39	40/41			
HIP	29/30	31/32	33/34	35/36	37/38	39/40	41/42	43/44	45/46			
INSEAM	32	32	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	33/34	35/36	37/38	39/40	41/42	43/44	45/46	47/48	49/50			
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