



Dear Parents of Lester B. Pearson High School,

TOP MARKS is proud to have been selected the uniform supplier for Lester B. Pearson High 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)

Lester B. Pearson High School invites you to attend fitting sessions at the school (see 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 calling our Customer Service department at **1-800-667-7105** (Monday to Friday, 9:00am – 5:00pm).

Fitting Dates	Times
Wednesday April 17 <sup>th</sup> , 2019	3:00pm – 7:00pm
Thursday April 18 <sup>th</sup> , 2019	3:00pm – 7:00pm

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

- By completing the attached order form and submitting it by mail (see address below) or by fax to 514-344-5350. 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.
- Online via Top Marks web site at [www.topmarks.ca](http://www.topmarks.ca). (Your school code is LBP01)

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

#### DELIVERY / PAYMENT PROCEDURES:

Please note that a 25% deposit is required with each order and can be paid by Visa, MasterCard or check (cash & interac deposits are accepted at the fittings and at our showroom; cash deposits should not be mailed). Regrettably any order form received without a method of payment, we will be unable to process it. **We will require full payment of your order if it is received after June 1<sup>st</sup>, 2019.**

#### SHIP OUT ORDERS

- **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. Please provide an email address where requested on the order form.
- If you pay the deposit 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 15<sup>th</sup>, 2019 for the balance. Alternatively, you can provide a Visa or MasterCard number for the balance.
- If you are not at home for your insured delivery, Canada Post will leave a postcard notifying you that you have a package for pick-up and will list 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.

#### PICK-UP ORDERS

A 25% deposit is taken when your order is placed, with the balance to be paid upon pick-up. **Orders placed after June 1<sup>st</sup>, 2019 will be charged in full.** We accept Master Card, Visa, Cash, Interac and personal cheque. If paying by cheque we require two forms of identification, a major credit card and a valid driver's license. **To avoid a wasted trip – please wait for our call informing you that your order is ready for pick-up.**

#### ALTERATIONS

Simple alterations on the pants are available for a \$6 charge per garment. Please bring your child to our showroom to be measured. Please note that there is no guarantee that alterations will be ready for the start of school.

If you have any questions, you can always refer to our online <Frequently Asked Questions> directly from our web site at [www.topmarks.ca](http://www.topmarks.ca), or contact our customer service department at 514-344-5454 during regular business hours.

# 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.

1. Enter **LBP01** 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 **514-344-5454** (Monday to Friday, 9:00am – 5:00pm).

**Sincerely,**  
**TOP MARKS**



<b>STUDENT'S FAMILY NAME:</b> _____ "please print clearly" <b>ADDRESS:</b> _____ <b>APT#</b> _____ <b>CITY:</b> _____ <b>Postal Code:</b> _____ <b>SHIP TO:</b> _____ <b>Postal Code:</b> _____ <small>(if different than above)</small>	<b>STUDENT'S GIVEN NAME:</b> _____ <b>Home Phone #</b> ( ) _____ <b>Day Phone #</b> ( ) _____ <b>Already a Customer?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes # _____ <b>e-mail:</b> _____ @ _____	<b>PICK-UP</b> <input type="checkbox"/> <b>SHIP-OUT</b> <input type="checkbox"/> Please select one option
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**DELIVERY CANNOT BE GUARANTEED BEFORE THE START OF SCHOOL IF YOUR ORDER IS RECEIVED AFTER JUNE 15, 2019.**

**ORDERS CAN BE FAXED, MAILED, E-MAILED OR PLACED ON LINE  
WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD - LBP01**

## LESTER B. PEARSON HIGH SCHOOL

MENS ITEMS	JUNIOR	ADULT	STYLE #	SIZE	QTY	JUNIOR	ADULT	TOTAL
MID-BLUE SHORT SLEEVE POLO SHIRT - (50% poly/50% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1006-J2/A1-IRISBL			\$20.50	\$22.00	
MID-BLUE LONG SLEEVE POLO SHIRT - (50% poly/50% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1005-J2/A1-IRISBL			\$22.50	\$24.50	
WHITE SHORT SLEEVE POLO SHIRT - (100% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1006-J2/A1-WHITE			\$20.50	\$22.00	
WHITE LONG SLEEVE POLO SHIRT - (100% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1005-J2/A1-WHITE			\$22.50	\$24.50	
BOYS FLAT FRONT TWILL PANT with ELASTIC BACK - (65% poly/35% cotton)	10-12-14-16-18-20	N/A	6015-J4-NAVY			\$32.00	N/A	
MENS FLAT FRONT TWILL PANT - (65% poly/35% cotton) (REGULAR FIT)	N/A	28-30-32-34-36-38-40-42-44	6020-A2-NAVY			N/A	\$38.00	
MENS FLAT FRONT TWILL PANT - (65% poly/35% cotton) (SLIM FIT)	N/A	26-28-30-32-34-36-38-40	6024-A2-NAVY			N/A	\$38.00	

### LADIES ITEMS

MID-BLUE GIRLS FITTED SHORT SLEEVE POLO SHIRT -(50% poly/50% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1082-J2/A1-IRISBL			\$20.50	\$22.00	
MID-BLUE GIRLS FITTED LONG SLEEVE POLO SHIRT - (50% poly/50% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1081-J2/A1-IRISBL			\$22.50	\$24.50	
WHITE GIRLS FITTED SHORT SLEEVE POLO SHIRT - (100% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1082-J2/A1-WHITE			\$20.50	\$22.00	
WHITE GIRLS FITTED LONG SLEEVE POLO SHIRT - (100% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1081-J2/A1-WHITE			\$22.50	\$24.50	
GIRLS FLAT FRONT TWILL PANT W/ SIDE ELASTIC - (65% poly/35% cotton)	10-12-14-16-18-20	N/A	6021-J4-NAVY			\$32.00	N/A	
LADIES FLAT FRONT TWILL PANT - (54% cotton/44% poly/2% spandex)	N/A	4-6-8-10-12-14-16-18-20	3084-A3-NAVY			N/A	\$38.00	

### UNISEX ITEMS

DOUBLE KNIT FULL ZIP CARDIGAN (75% poly/25% cotton) - emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1416J-J2/A1-NAVY			\$42.00	\$44.00	
LONG SLEEVE V-NECK SWEATER (100% acrylic) - emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	2044-J2/A1-NAVY			\$47.00	\$49.00	

### GYM UNIFORM

UNISEX GYM T-SHIRT - (100% cotton) emb. logo LBP	JM-JL-JXL	AS-AM-AL-AXL-AXXL	1027-J2/A1-WHITE			\$9.25		
UNISEX WICKING T-SHIRT/ ROUND NECK - (100% polyester) emb. LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	2006-J2/A1-RED			\$16.50		
GIRLS WICKING T-SHIRT/ V-NECK - (100% polyester) emb. LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	2008-J2/A1-RED			\$16.50		
GYM SHORT IN DAZZLE - (100% polyester) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1030L-J2/A1-NAVY			\$15.00		
JOGGING PANT -140Z FLEECE -(80% cotton/20% poly) emb. logo LBP (elastic bottom)	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1401P-J2/A1-NAVY			\$31.50		

NAMETAPES (100 per pack)	NAME:	NAME-TAPES-WHITE			\$10.00
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#### 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

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

**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	
<b>SHIPPING</b>	+ \$ 6.00
<b>SUB TOTAL</b>	=
<b>TAX: 14.98 %</b>	+
<b>TOTAL</b>	=
<b>25 % DEPOSIT</b> →	
<b>or</b>	
<b>PAYMENT IN FULL</b> →	

# LESTER B. PEARSON HIGH SCHOOL SIZING CHART

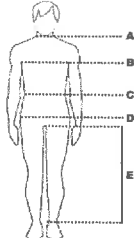
FOR PARENTS WHO ARE UNFAMILIAR WITH TOP MARKS SIZING, WE PROVIDE BELOW A SIZING CHART AS A GUIDELINE FOR YOU TO DETERMINE YOUR CHILD'S SIZING. WE RECOMMEND THAT YOU COMPLETE THE BASIC MEASUREMENT TABLE INDICATED BELOW. WITH THIS INFORMATION, WE CAN DOUBLE CHECK THE SIZES YOU HAVE ORDERED.

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 OR SKIRT.

SIZE	JUNIOR SIZES						ADULT SIZES					
	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL			
HEIGHT	10	12	14	16	18	20	61	62	65	68	71	71+
CHEST	26	27	29	31	32	33	33	35	38	41	44	45
WAIST	24	25	26	27	28	29	27-28	28-29	30-32	32-34	34-36	36-38
HIPS	27	29	31	33	35	36	36	37	38	40	42	44
INSEAM	25	26	27	28	29	29	34	34	34	34	34	34

<b>GIRLS PANT - 6021</b>									
	10	12	14	16	18	20			
WAIST	24	25	26	27	28	29 1/2			
HIP	31	32	33	34	35	36 1/2			
INSEAM	28	29	30	31	32	32			
<b>LADIES PANT- 3084</b>									
	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
<b>GIRLS/LADIES FITTED POLO - 1081 &amp; 1082</b>									
	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL
CHEST	26/27	28/29	30/31	32/33	34/35	36/37	38/39	40/41	42/43
<b>GIRLS WICKING GYM T-SHIRT - 2008</b>									
	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL
CHEST	29/30	31/32	32/33	32/33	34/35	36/37	38/39	40/42	43/44
<b>BOYS PANT - 6015</b>									
	10	12	14	16	18	20			
WAIST	23 1/2	24 1/2	25 1/2	26 1/2	27 1/2	29			
HIP	32 1/2	33 1/2	34 1/2	35 1/2	36 1/2	38			
INSEAM	27	28	29	30	31	31			
<b>MENS PANT - 6020 ( REGULAR FIT)</b>									
	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
<b>MENS PANT - 6024 (SLIM FIT)</b>									
	26	28	30	32	34	36	38	40	
WAIST	25/26	27/28	29/30	31/32	33/34	35/36	37/38	39/40	
HIP	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	
<b>BOYS WICKING GYM T-SHIRT - 2006</b>									
	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL
CHEST	31/32	33/34	35/36	36/37	36/37	38/39	40/41	42/44	46/48