



Dear Parents,

Top Marks is proud to be your uniform supplier. We assure you that we committed to serving you to the best of our ability.

We ask for your cooperation in submitting orders by **June 15, 2022**, as this will **guarantee delivery of your order prior to the start of school**.

HOW TO ORDER

1. Online at www.topmarks.ca (your school password is **LBP01**)

2. In person, at our showroom, by appointment only (see address below). Please contact our customer service department to book your appointment.

3. Send your completed order form by email, fax or regular mail (coordinates below)



SIZING

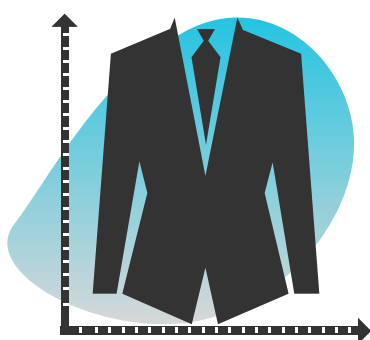
Attached you will find a guide to assist you with sizing. If you are unsure or uncomfortable selecting sizes, please follow the steps below, or contact our customer service department for assistance.

Online Ordering

Indicate/update your child's measurements in their profile and select "Sizing by Top Marks" from the size drop down for each item.

Order Form

Indicate your child's measurements on the attached sizing guide and leave the size column on the order form blank.



PAYMENT

Orders placed prior to June 1st, 2022 require a minimum 25% deposit payable by Visa or MasterCard. Remaining balances will be charged to the same credit card prior to shipping. For pickup orders, the balance will be payable upon pickup.

Orders submitted after June 1, 2022 must be paid in full.

Deposit by Cheque

Please provide either an additional post-dated cheque (dated no later than June 15, 2022) or a credit card for the remaining balance. Please note that all orders paid by cheque are **held 15 working days for clearance**.



DELIVERY

All orders will be shipped via **Canada Post** in a reusable shipping bag and will include a prepaid label for returns & exchanges. If you've provided an email address, Canada Post will email with a tracking number once your order has shipped.

PICKUP

You will receive a call once your order is available for pickup. Where only a deposit was provided, the remaining balance will be payable upon pickup.



RETURNS & EXCHANGES

Instructions will be included with your order.

Shrinkage (Wash Instructions)

Please consult the care and wash instructions included in your package, as certain items will shrink when washed. If you are unsure of how a garment will shrink, please contact our customer service department prior to washing. Once garments have been washed, they can no longer be exchanged or returned.

Policy

You have **60 days from the start of school** to return or exchange items **provided they have not been washed, worn or altered**. This does not apply to liquidation items purchased as a final sale.



QUESTIONS



(514) 344-5454



info@topmarks.ca



Visit our FAQ page
www.topmarks.ca



Orders must be submitted no later than **June 15, 2022** in order to guarantee delivery prior to the start of school



Step 1

WEBSITE

Visit our website at www.topmarks.ca and select "Online Orders"



Step 2

REGISTER / SIGN IN

For new customers, enter **LBP01** in the box on the right to begin registering. If you would like Top Marks to assist with sizing, please complete the sizing section on the child information page.

For returning families, please enter your email address and password to sign in. Please update your child's measurements if you wish to use "Sizing by Top Marks".



Step 3

SHOP

Select the "Shop Now" option to begin. For each item select quantity, size and then "Add To Cart".

If you are **unsure of your size** and have given measurements in your child's profile, simply select the "Sizing By Top Marks" option and our sizing technicians will determine the appropriate size.



Step 4

DELIVERY

Orders are delivered by Canada Post to the shipping address provided.

You will receive an email confirmation from Canada Post with a tracking number once your order is shipped.



Step 5

EXCHANGE/RETURN

Simply follow the detailed instructions included in the parcel or contact our customer service department.

For your convenience, please use the **reusable shipping bag** that your package arrived in and **apply the prepaid return label** over the previous shipping label.

You have until **60 days after the start of school** to process returns and/or exchanges, so long as garments haven't been washed, worn or altered.

For assistance or questions regarding this process, please call 1-800-667-7105 or email us at info@topmarks.ca



Lester B. Pearson High School

Re: Liquidation Discontinued Item

Dear Parents,

Top Marks is proud to be the supplier for the Lester B. Pearson High School uniform.

We are pleased to announce that we will be replacing the navy “dazzle” gym short with a new navy “wicking fabric” gym short.

Given we have an inventory of the dazzle short, the school has authorized us to offer the dazzle shorts at a discount of 30%. This item will be sold on a first come, first serve basis, while quantities last. **All discounted merchandise will be final sale, meaning you will not be able to request a return and / or an exchange.**

Please find attached a Special Order Form which includes the dazzle short at the discounted price. Should you wish to purchase the discounted item, you can do so by completing this form or by placing an order online. We cannot guarantee that the discounted item you have ordered will be available. Should the discounted item not be available, we will advise you accordingly.

If you have any questions, please contact Top Marks’ customer service department at 1-800-667-7105 (M-F 9:00AM – 5:00PM) or by email at info@topmarks.ca.

Top Marks



STUDENTS FAMILY NAME: _____		APT# _____
ADDRESS: _____		Postal Code: _____
CITY: _____		Postal Code: _____
SHIP TO: _____ <small>(If different than above)</small>		Postal Code: _____

STUDENT'S GIVEN NAME: _____
Home Phone # () _____
Day Phone # () _____
Already a Customer? <input type="checkbox"/> No <input type="checkbox"/> Yes # _____
e-mail: _____ @ _____

PICK-UP <input type="checkbox"/>
SHIP-OUT <input type="checkbox"/>
Please select one option

DELIVERY CANNOT BE GUARANTEED BEFORE THE START OF SCHOOL IF YOUR ORDER IS RECEIVED AFTER JUNE 15, 2022.

**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			\$22.50	\$24.00	
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			\$24.50	\$26.50	
WHITE SHORT SLEEVE POLO SHIRT - (100% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1006-J2/A1-WHITE			\$22.50	\$24.00	
WHITE LONG SLEEVE POLO SHIRT - (100% cotton) emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1005-J2/A1-WHITE			\$24.50	\$26.50	
BOYS FLAT FRONT TWILL PANT with ELASTIC BACK - (65% poly/35% cotton)	10-12-14-16-18-20	N/A	6015-J4-NAVY			\$35.00	N/A	
BOYS TWILL PANT - (65% poly/35% cotton) (HUSKY FIT)	10-12-14-16-18-20	N/A	6029-J4-NAVY			\$35.00	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	\$42.00	
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	\$42.00	

LADIES ITEMS	JUNIOR	ADULT	STYLE #	SIZE	QTY	JUNIOR	ADULT	TOTAL
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			\$22.50	\$24.00	
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			\$24.50	\$26.50	
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			\$22.50	\$24.00	
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			\$24.50	\$26.50	
GIRLS FLAT FRONT TWILL PANT W/ SIDE ELASTIC - (65% poly/35% cotton)	10-12-14-16-18-20	N/A	6021-J4-NAVY			\$35.00	N/A	
LADIES PANT - (54% cotton/44% poly/2% spandex)	N/A	4-6-8-10-12-14-16-18-20	3084-A3-NAVY			N/A	\$42.00	
LADIES PANT- (70% poly / 25% rayon / 5% spandex)	N/A	4-6-8-10-12-14-16-18-20	3065-A3-NAVY			N/A	\$42.00	
LADIES 4 WAY STRETCH PULL ON PANT w/back elastic (52% cotton/42% nylon/6% spandex)	N/A	4-6-8-10-12-14-16-18-20	3384-A3-NAVY			N/A	\$54.50	

UNISEX ITEMS	JUNIOR	ADULT	STYLE #	SIZE	QTY	JUNIOR	ADULT	TOTAL
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			\$46.50	\$48.50	
LONG SLEEVE V-NECK SWEATER (100% acrylic) - emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	2044-J2/A1-NAVY			\$51.00	\$53.00	
WHITE TURTLENECK - emb. logo LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	4401-J2/A1-WHITE			\$22.00	\$23.00	

GYM UNIFORM	JUNIOR	ADULT	STYLE #	SIZE	QTY	JUNIOR	ADULT	TOTAL
UNISEX GYM T-SHIRT - (100% cotton) emb. logo LBP	JM-JL-JXL	AS-AM-AL-AXL-AXXL	1027-J2/A1-WHITE			\$10.25		
UNISEX WICKING T-SHIRT/ ROUND NECK - (100% polyester) emb. LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	2006-J2/A1-RED			\$18.25		
GIRLS WICKING T-SHIRT/ V-NECK - (100% polyester) emb. LBP	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	2008-J2/A1-RED			\$18.25		
UNISEX WICKING GYM SHORT- (100% polyester) emb. logo LBP (New Wicking Fabric)	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1230L-J2/A1-NAVY			\$19.50	\$20.50	
GIRLS' FIT WICKING GYM SHORT- (100% polyester) emb. logo LBP (New Wicking Fabric)	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1231-J2/A1-NAVY			\$19.50	\$20.50	
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			\$34.75		

NAMETAPES (75 per pack)	NAME:	NAME-TAPES-WHITE				\$10.00		
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Payment :

CASH: **CHEQUE:**

Expiration date

____/____/____/____

Credit Card Number

____-____-____-____-____-____-____-____

Cardholder Name

Signature

CVV CODE
(3 DIGITS BEHIND THE CREDIT CARD)

____-____-____

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
8215 CH. MONTVIEW, MONTRÉAL, QC, H4P 2L9
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	+ \$ 7.00
SUB TOTAL	=
TAX: 14.98 %	+
TOTAL	=
25 % DEPOSIT	→
or PAYMENT IN FULL	→

ORDERS PAID BY CHEQUE WILL BE HELD FOR 16 WORKING DAYS

"please print clearly"



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

LIQUIDATION- PRICE ALREADY REFLECTS A 30% DISCOUNT- ON SALE WHILE QUANTITIES LAST
ALL SALES ARE FINAL- NO EXCHANGES/NO REFUNDS.

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

2022/2023

LESTER B. PEARSON HIGH SCHOOL

GYM UNIFORM	JUNIOR	ADULT	STYLE #	SIZE	QUANTITY	PRICE	TOTAL
GYM SHORT IN DAZZLE - (100% polyester) emb. logo LBP	JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL-A4XL	1030L-J2/A1-NAVY			\$10.75	

Payment :

CASH:


CHEQUE:


 Credit Card Number

 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

TOP MARKS
8215 CH. MONTVIEW, MONTRÉAL, QC, H4P 2L9
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	+ \$ 7.00
SUB TOTAL	=
TAX: 14.98 %	+
TOTAL	=

LESTER B. PEARSON HIGH SCHOOL SIZING CHART

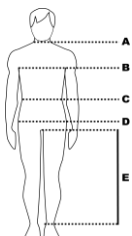
FOR PARENTS WHO ARE UNFAMILIAR WITH TOP MARKS SIZING, WE PROVIDE BELOW A SIZING CHART AS A GUIDELINE FOR YOU TO DETERMINE YOUR CHILD'S SIZING. WE RECOMMEND THAT YOU COMPLETE THE BASIC MEASUREMENT TABLE INDICATED BELOW. WITH THIS INFORMATION, WE CAN DOUBLE CHECK THE SIZES YOU HAVE ORDERED.

TO INSURE A PROPER FIT, MEASURE YOUR CHILD CAREFULLY - KEEP TAPE FIRM BUT NOT TIGHT.

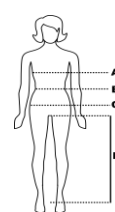
- HEIGHT:** STAND WITHOUT SHOES AGAINST THE WALL - MEASURE FROM TOP OF HEAD TO THE FLOOR
CHEST: MEASURE AROUND FULLEST PART OF THE CHEST
WAIST: MEASURE AROUND NARROWEST PART OF THE WAIST
HIPS: MEASURE AROUND THE FULLEST PART OF HIPS
INSEAM: LAY PANTS OF A FAVOURABLE LENGTH ON A FLAT SURFACE - MEASURE 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.

For Styles 1006/1005/1416J/2044/4401/1027/1030L and 1401P, please use generic sizing box below.

SIZE	JUNIOR SIZES						ADULT SIZES					
	JM	JL		JXL		AXS	AS	AM	AL	AXL	AXXL	
10	12	14	16	18	20							
HEIGHT	51	54	57	59	60	61	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-1401P	26		28		30		32	32 1/2	33	33 1/2	34	34 1/2

PLEASE NOTE THE INSEAM ON THE JOGGING PANT (STYLE 1401P) IS BEFORE THE 9% SHRINKAGE

GIRLS PANT - 6021

	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

LADIES DRESS PANT- 3084

	4	6	8	10	12	14	16	18	20
WAIST	24/25	26/27	28/29	30/31	32/33	34/35	1	38/39	40/41
HIP	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45	46/47
INSEAM	32	32	32	32	32	32	32	32	32

LADIES DRESS PANT- 3065

	4	6	8	10	12	14	16	18	20
WAIST	24/25	26/27	28/29	30/31	32/33	34/35	39/37	38/39	40/41
HIP	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45	46/47
INSEAM	33	33	33	33	33	33	34	34	34

LADIES DRESS PANT- 3384 - NEW STYLE (4 WAY STRETCH PULL ON PANT WITH BACK ELASTIC)

	4	6	8	10	12	14	16	18	20
WAIST RELAXED	24 1/2	26 1/2	28 1/2	30 1/2	32 1/2	34 1/2	36 1/2	38 1/2	40 1/2
HIP	32/33	34/35	36/37	38/39	40/41	42/43	44/45	46/47	48/49
INSEAM	32 1/2	32 1/2	32 1/2	32 1/2	32 1/2	32 1/2	32 1/2	32 1/2	32 1/2

GIRLS/LADIES FITTED POLO - 1081 & 1082

	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

GIRLS WICKING GYM T-SHIRT - 2008

	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

BOYS PANT - 6015

	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

BOYS TWILL PANT - 6029 (HUSKY FIT)

	10	12	14	16	18	20
WAIST	31	32	33	35	37	39
HIP	38	39	40	42	44	46
INSEAM	29 1/2	30 1/2	31 1/2	32 1/2	33 1/2	34 1/2

MENS PANT - 6020 (REGULAR FIT)

	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

MENS PANT - 6024 (SLIM FIT)

	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

BOYS WICKING GYM T-SHIRT - 2006

	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