



Dear Parents of Our Lady of Perpetual Help School,

TOP MARKS is pleased to be the uniform supplier for **Our Lady of Perpetual Help School**. We assure you that we are committed to serving you 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.

Our Lady of Perpetual Help School 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 or by calling our Customer Service department at 1-800-667-7105 (Monday to Friday, 6:00am – 2:00pm PST)

Date	Time
Wednesday, May 16 th , 2018	2:00pm-6:00pm

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

- Online via Top Marks web site at www.topmarks.ca. (Your school code is OLP01)
- By mail or fax. Please complete the attached order form and if necessary, the sizing chart that will help us better determine the right size for your child's uniform.
- By e-mail. Please list the styles you wish to purchase indicating size, colour, quantity as well as the name of the school you are ordering for. Do not forget to include your name, address, telephone number and your credit card number with expiration date.

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

DELIVERY AND PAYMENT PROCEDURES

For each order placed prior to June 1st, 2018, 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 also note that cash deposits must not be mailed.** Please note that orders paid by cheque are held for 15 working days for cheque clearance. Regrettably, we will be unable to process any order which is received without a form of payment. **Orders submitted subsequent to June 1st, 2018 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 once your order is shipped. You must provide an email address on the order form in order to take advantage of this feature.
- If your deposit was paid by Visa or MasterCard, the balance owing will be charged to the same card just prior to shipping.
- If your deposit was paid by personal cheque, we ask that you provide us with an additional post-dated cheque dated June 1st, 2018 for the remaining balance. Alternatively, you can provide a credit card for the balance.
- If you are not at 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.

Sincerely,
TOP MARKS

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 on-line profile, simply login to the system and skip directly to # 3.

1. Enter **OLP01** 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

OUR LADY OF PERPETUAL HELP SCHOOL

GIRLS 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

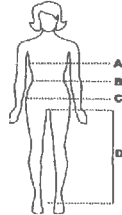
WAIST: MEASURE AROUND NARROWEST PART OF THE WAIST

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



REGARDING WAIST : B
MEASURE AROUND WAIST (MAYBE LOWER)
WHERE YOU NORMALLY WEAR YOUR
PANTS OR SKIRT.

JUNIOR SIZES

SIZE	XXS		JXS		JS		JM		JL		JXL		
	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

ADULT SIZES

SIZE	AXS	AS	AM
HEIGHT	61	62	65
CHEST	33	35	38
WAIST	27-28	28-29	30-32
HIPS	36	37	38
INSEAM	34	34	34

SHORT AND LONG SLEEVE FITTED POLO SHIRTS-1015/1018

	JXS	JS	JM	JL	JXL	AXS	AS	AM
CHEST	22/23	24/25	26/27	28/29	30/31	32/33	34/35	36/37

GIRLS PANT - 6021

	4	5	6	7	8	10	12	14	16	18	20
WAIST	20 1/2	21	21 1/2	22	23	24	25	26	27	28	29 1/2
HIP	27 1/2	28	28 1/2	29	30	31	32	33	34	35	36 1/2
INSEAM	18	19	20 1/2	24	26	28	29	30	31	32	32

LADIES PANT- 3084

	4	6	8	10	12
WAIST	25 1/2	27 1/2	29 1/2	31 1/2	33 1/2
HIP	33	35	37	39	41
INSEAM	31	31	32	32	32

GIRLS STRAIGHT SKORT (ELASTIC BACK)- 3093

	JXS	JS	JM	JL	JXL
WAIST RELAXED	18 1/2	20 1/2	22 1/2	24 1/2	26
HIP	20	22	24	26	27 1/2

LADIES STRAIGHT SKORT (ZIPPER)- 3094

	2	4	6	8	10	12
WAIST	26 1/2	27 1/2	28 1/2	30 1/2	32 1/2	34 1/2
HIP	30	31	32	33 1/2	35	36 1/2

JUNIOR UNISEX HUSKY PANT WITH ELASTIC -6029

	10	12	14	16	18	20
WAIST RELAXED	31	32	33	35	37	39
HIP	41	42	43	44	46 1/2	48 1/2
INSEAM	29 1/2	30 1/2	31 1/2	32 1/2	33 1/2	34 1/2

TIGHTS SIZING CHART

SIZE	HEIGHT	WEIGHT
GIRLS {4 - 6}	37"-48"	40-55LBS
GIRLS {6 - 8}	43-52 IN	50-65 LBS
GIRLS {8 - 10}	48-57 IN	60-75 LBS
GIRLS {10 - 12}	52-60 IN	70-85 LBS
GIRLS {12 - 14}	56-62 IN	80-100 LBS
LADIES (S)	59-64 IN	95-115 LBS
LADIES (M)	62-67 IN	115-135 LBS
LADIES (L)	64-69 IN	135-155 LBS
LADIES (XL)	66-71 IN	150-175 LBS

GIRLS SOCKS

SHOE SIZE	1-7	7-13	1-5	6-9
SOCK SIZE	4-6	6-8	7-9	9-11

OUR LADY OF PERPETUAL HELP SCHOOL

BOYS SIZING CHART

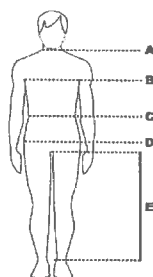
FOR PARENTS WHO ARE UNFAMILIAR WITH TOP MARKS SIZING, WE PROVIDE BELOW A SIZING CHART AS A GUIDELINE FOR YOU TO DETERMINE YOUR CHILD'S SIZING. WE RECOMMEND THAT YOU COMPLETE THE BASIC MEASUREMENT TABLE INDICATED BELOW. WITH THIS INFORMATION, WE CAN DOUBLE CHECK THE SIZES YOU HAVE ORDERED.

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:	
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.

		JUNIOR SIZES											
		XXS		JXS		JS		JM		JL		JXL	
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

ADULT SIZES			
SIZE	AXS	AS	AM
HEIGHT	61	62	65
CHEST	33	35	38
WAIST	27-28	28-29	30-32
HIPS	36	37	38
INSEAM	34	34	34

JUNIOR HUSKY PANT WITH ELASTIC -6029							
	8	10	12	14	16	18	20
WAIST RELAXED	30	31	32	33	35	37	39
HIP	40	41	42	43	44	46 1/2	48 1/2
INSEAM	28 1/2	29 1/2	30 1/2	31 1/2	32 1/2	33 1/2	34 1/2

BOYS/MENS SOCKS

SHOE SIZE	1-7	7-13	1-6	7-12
SOCK SIZE	4-6	6-8	8-10	10-13