



Dear Parents,

**Top Marks** is proud to be the uniform supplier for **Immaculata 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 DATE (BY APPOINTMENT ONLY)**

Immaculata High School invites you to attend the fitting sessions at the school (dates below), which will be conducted for all students **BY APPOINTMENT ONLY**. The fitting sessions will provide you with the ability to have your child fitted and complete your order form.

Fitting Date	Time
Wednesday April 26 <sup>th</sup> , 2017	3:00pm – 7:00pm
Thursday April 27 <sup>th</sup> , 2017	3:00pm – 7:00pm

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).

**ALTERNATIVE METHODS FOR ORDERING**

**Should you be unable to attend the fitting sessions, you can place your order using one of the following procedures:**

- Online via Top Marks web site at [www.topmarks.ca](http://www.topmarks.ca). (Your school code is **IMM01**)
- 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 prior to June 1<sup>st</sup>, 2017, we require a 25% deposit which can be paid by Visa, MasterCard or personal cheque. Please note orders paid by cheque are held for 15 working days for cheque clearance. Please note that cash deposits must not be mailed. Regrettably, 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>, 2017 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 Master Card, 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 15, 2017 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**

Enclosed with all shipments are instructions 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 at 1-800-667-7105, ext. 239 (Monday to Friday, 9:00am – 5:00pm) or you can refer to our online <Frequently Asked Questions> directly available on our web site at [www.topmarks.ca](http://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](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 **IMM01** 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, 9:00am – 5:00pm).

**Sincerely,  
TOP MARKS**



# IMMACULATA SIZING CHART - GIRLS UNIFORM

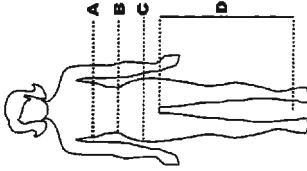
FOR PARENTS WHO ARE UNFAMILIAR WITH TOP MARKS SIZING, WE PROVIDE BELOW A SIZING CHART AS A GUIDELINE FOR YOU TO DETERMINE YOUR CHILD'S SIZING. WE RECOMMEND THAT YOU COMPLETE THE BASIC MEASUREMENT TABLE INDICATED BELOW. WITH THIS INFORMATION, WE CAN DOUBLE CHECK THE SIZES YOU HAVE ORDERED.

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 THE HIPS
- INSEAM:** LAY PANTS OF A FAVOURABLE LENGTH ON A FLAT SURFACE - MEASURE ALONG INSEAM

MY CHILD'S MEASUREMENTS (IN INCHES) ARE:

AGE:	
FEMALE:	
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.

SIZE	JUNIOR SIZES					ADULT SIZES				
	JM	JL	JXL	AXS	AS	AM	AL	AXL	AXXL	
SIZE	10	14	16	18	20					
HEIGHT	51	57	59	60	61	61	62	65	68	71+
CHEST	26	29	31	32	33	33	35	38	41	44
WAIST	24	26	27	28	29	27-28	28-29	30-32	32-34	34-36
HIPS	27	31	33	35	36	36	37	38	40	42
INSEAM	25	27	28	29	29	34	34	34	34	34

### FITTED BLOUSE- 1019/ 1021

	<b>JL</b>	<b>JXL</b>	<b>AXS</b>	<b>AS</b>	<b>AM</b>	<b>AL</b>	<b>AXL</b>	<b>20</b>	<b>22</b>
CHEST	28/29	30/31	32/33	34/35	36/37	38/39	40/41	42/43	44/45
SLEEVE - CENTER BACK	29 1/2	30 1/2	31	31 1/2	32	32 1/2	33	33 1/2	34

### SHORT AND LONG SLEEVE FITTED POLO SHIRTS - 1015/1018

	<b>JM</b>	<b>JXL</b>	<b>AXS</b>	<b>AS</b>	<b>AM</b>	<b>AL</b>	<b>AXL</b>
CHEST	26-27	30-31	32-33	34-35	36-37	38-39	40-41

### LADIES PLEATED KILT-302518

	<b>4</b>	<b>8</b>	<b>10</b>	<b>12</b>	<b>14</b>	<b>16</b>	<b>18</b>	<b>20</b>
WAIST	21/22	25/26	27/28	29/30	31/32	33/34	35/36	37/38
HIP	30/31	34/35	36/37	38/39	40/41	42/43	44/45	46/47

### LADIES' SKIRT- 3034

	<b>4</b>	<b>8</b>	<b>10</b>	<b>12</b>	<b>14</b>	<b>16</b>	<b>18</b>	<b>20</b>
WAIST	24 1/2	28 1/2	30 1/2	32 1/2	34 1/2	36 1/2	38 1/2	40 1/2
HIPS	32	36	38	40	42	44	46	48

### LADIES PANT - 3084

	<b>4</b>	<b>8</b>	<b>10</b>	<b>12</b>	<b>14</b>	<b>16</b>	<b>18</b>	<b>20</b>
WAIST	25 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	37	39	41	43	45	47	49
INSEAM	31	32	32	32	32	32	32	32

### JUNIOR UNISEX CARGO PANT & SHORT- 6023/6026

	<b>10</b>	<b>14</b>	<b>16</b>	<b>18</b>	<b>20</b>
WAIST	24	26	27	28	29
HIP	30	32	33	34	35
INSEAM	26	28	29	30	30

### ADULT UNISEX CARGO PANT & SHORT- 6022/6025

	<b>28</b>	<b>32</b>	<b>34</b>	<b>36</b>	<b>38</b>	<b>40</b>	<b>42</b>	<b>44</b>
WAIST	27-28	31-32	33-34	35-36	37-38	39-40	41-42	43-44
HIP	33/34	37/38	39/40	41/42	43/44	45/46	47/48	49/50
INSEAM	34	34	34	34	34	34	34	34

TALL SIZES ARE AVAILABLE FOR GIRLS OVER 5'8". PLEASE NOTE THE STYLE NUMBER ON THE ORDER FORM AND MARK TALL BESIDE IT

### GIRLS SOCKS

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

### 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



# IMMACULATA

## SIZING CHART- BOYS UNIFORM

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

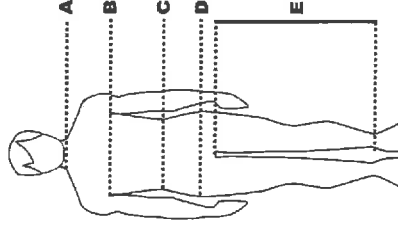
**WAIST:** MEASURE AROUND NARROWEST PART OF THE WAIST

**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	



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

SIZE	JUNIOR SIZES					ADULT SIZES					
	JM	JL	JL	JXL	JXL	AXS	AS	AM	AL	AXL	AXXL
10	12	14	16	18	20						
HEIGHT	51	54	57	59	61	61	62	65	68	71	71+
CHEST	26	27	29	31	32	33	35	38	41	44	45
WAIST	24	25	26	27	28	29	27-28	28-29	30-32	34-36	36-38
HIPS	27	29	31	33	35	36	36	37	38	40	44
INSEAM	25	26	27	28	29	29	34	34	34	34	34

**SHIRTS-4021**

	<b>12</b>	<b>14</b>	<b>16</b>	<b>AS</b>	<b>AM</b>	<b>AL</b>	<b>AXL</b>	<b>AXXL</b>
CHEST	26/28	28/30	30/32	33/35	36/38	39/42	43/46	47/50
NECK	13	13-1/2	14	14-1/2	15-1/2	16-1/2	17-1/2	18-1/2
SLEEVE	27-1/4	29-1/4	30-1/2	34-1/2	35	35-1/2	36	36-1/2
CENTER-BACK								

**JUNIOR UNISEX PANT & CARGO SHORT- 6035/6023/6026**

	<b>10</b>	<b>12</b>	<b>14</b>	<b>16</b>	<b>18</b>	<b>20</b>
WAIST	24	25	26	27	28	29
HIP	30	31	32	33	34	35
INSEAM	26	27	28	29	30	30

**ADULT UNISEX PANTS & CARGO SHORT- 6020/6022/6025**

	<b>28</b>	<b>30</b>	<b>32</b>	<b>34</b>	<b>36</b>	<b>38</b>	<b>40</b>	<b>42</b>	<b>44</b>
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 PANTS-"SLIM FIT"-6024**

	<b>28</b>	<b>30</b>	<b>32</b>	<b>34</b>	<b>36</b>	<b>38</b>	<b>40</b>
WAIST	27/28	29/30	31/32	33/34	35/36	37/38	39/40
HIP	31/32	33/34	35/36	37/38	39/40	41/42	43/44
INSEAM	34	34	34	34	34	34	34

TALL SIZES ARE AVAILABLE FOR BOYS OVER 6' - PLEASE NOTE THE STYLE NUMBER ON THE ORDER FORM AND MARK TALL BESIDE IT

**BOYS/MENS SOCKS**

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