



Dear Parents of Aurora School,

TOP MARKS is pleased to be the uniform supplier for Aurora 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.

Aurora School invites you to attend the fitting sessions noted below. The fitting sessions **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 e-mail to info@topmarks.ca or by calling our Customer Service department at **1-800-667-7105** (Monday to Friday, 7:00am – 3:00pm MST)

Tuesday,	May 3rd, 2016	3:00pm.-7:00pm.
Wednesday,	May 4th, 2016	3:00pm.-7:00pm.
Thursday,	May 5th, 2016	3:00pm.-7:00pm.

Should you be unable to attend the fitting dates 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 AUR01**)
- 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:

Please note a 25% deposit is required with each order and can be paid by Visa, Master Card or cheque. Regretfully, if we receive an order form without payment, we will be unable to process it.

We will charge your credit card for the full amount if your order is received after June 1st, 2016.

- Your order will be shipped to your home via Canada Post.
- Canada Post will notify you via email with a tracking number when your order is shipped. (Please provide your 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 15th, 2016 for the balance. **Please note that orders paid by cheque are held for 15 working days, for cheque clearance.** Alternatively, you can provide a credit card to pay the balance.
- If you are not at home to receive your insured delivery, Canada Post will leave a notice card 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.

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, ext. 239 (Monday to Friday, 7:00am – 3:00pm MST) 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 **AUR01** 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, 7:00am – 3:00pm MST).

Sincerely,
TOP MARKS



STUDENT'S 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: @	

DELIVERY CANNOT BE GUARANTEED BEFORE THE START OF SCHOOL IF ORDER IS RECEIVED AFTER JUNE 30, 2016.

ORDERS CAN BE FAXED, MAILED, E-MAILED OR PLACED ON LINE

WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD - AUR01

AURORA SCHOOL - GIRLS (grades K- 9)

SHIRTS AND SWEATER	JUNIOR SIZE	ADULT SIZE	STYLE / COLOUR	SIZE	QTY	JR PRICE	AD PRICE	TOTAL
SHORT SLEEVE POLO SHIRT-crested (100% COTTON)	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	1006-J1/J2/A1-WHITE			\$25.75	\$27.75	
SHORT SLEEVE POLO SHIRT-crested (50% poly/50% cotton)	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	1006-J1/J2/A1-DK/NAVY			\$26.75	\$28.75	
LONG SLEEVE POLO SHIRT- crested (100% COTTON)	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	1005-J1/J2/A1-WHITE			\$28.00	\$30.75	
LONG SLEEVE POLO SHIRT- crested (50% poly/50% cotton)	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	1005-J1/J2/A1-DK/NAVY			\$29.00	\$31.75	
SHORT SLEEVE FITTED OXFORD BLOUSE - crested	JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-20-22	1073-J2/A1-WHITE			\$34.00	\$34.00	
GIRLS SHORT SLEEVE POPLIN BLOUSE - crested	JXXS-JXS-JS-JM-JL-JXL	N/A	1054-J1/J2-WHITE			\$23.00	N/A	
V-NECK SLEEVELESS VEST-crested	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	2004-J1/J2/A1-NAVY			\$42.00	\$44.00	
V-NECK LONG SLEEVE PULLOVER - crested	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	2044-J1/J2/A1-NAVY			\$54.00	\$56.00	
BUTTON FRONT CARDIGAN -crested	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	2045-J1/J2/A1-NAVY			\$55.00	\$58.00	
HOODED KANGAROO SWEATER - crested (grades 7- 9 only)	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL	1004-J1/J2/A1-NAVY			\$28.00	\$32.00	
PANTS, SKIRTS AND TUNIC								
ELASTIC WAIST PULL ON PANT	2-3-JXXS-JXS-JS-JM-JL-JXL	N/A	5018-J1/J2-NAVY			\$30.00	N/A	
GIRLS POLY/COTTON FLAT FRONT TWILL PANT -side elastic	4-5-6-6X-7-8-10-12-14-16-18-20	N/A	6021-J3/J4-NAVY			\$34.50	N/A	
LADIES POLY/COTTON FLAT FRONT TWILL PANT- with spandex	N/A	4-6-8-10-12-14-16-18-20	3084-A3-NAVY			N/A	\$41.00	
GIRLS FLAT FRONT DRESS PANT - side elastic	4-5-6-6X-7-8-10-12-14-16-18-20	N/A	2020-J3/J4-NAVY			\$34.50	N/A	
LADIES FLAT FRONT DRESS PANT - with pockets	N/A	4-6-8-10-12-14-16-18-20	3038-A3-NAVY			N/A	\$46.50	
NAVY V-FRONT JUMPER	4-5-6-6X-7-8-10-12-14-16-18-20	N/A	1023-J3/J4-NAVY			\$33.50	N/A	
TARTAN JUMPER (grades K- 4) MUST BE WORN WITH THE CARDIGAN	4-5-6-6X-7-8-10-12-14-16-18-20	N/A	3067-J3/J4-OLGC			\$78.00	N/A	
GIRLS TARTAN KILT (grades 5- 9)	8-10-12-14-16-18-20	N/A	3020-J4-OLGC			\$82.00	N/A	
LADIES TARTAN KILT (grades 5- 9)	N/A	4-6-8-10-12-14-16-18-20-22	302520-A3-OLGC			N/A	\$84.00	
SUMMER ITEMS								
GIRLS SKORT- elastic back	4-5-6-6X-7-8-10-12-14-16-18-20	N/A	3035-J3/J4-NAVY			\$33.00	N/A	
CARGO SHORT	8-10-12-14-16-18-20	26-28-30-32-34-36-38-40-42-44	6026-J4/6025-A2-NAVY			\$36.00	\$37.00	
GYM UNIFORMS - GRADES 5 TO 9 ONLY								
GYM T-SHIRT - crested	JXXS-JXS-JS-JM-JL-JXL	AS-AM-AL-AXL-AXXL	1027-J1/J2/A1-WHITE			\$13.50	\$14.50	
DAZZLE SHORT - crested	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1030L-J1/J2/A1-NAVY			\$18.50	\$20.00	
JOGGING PANT - crested	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1001-J1/J2/A1-NAVY			\$25.50	\$29.50	
OTHER ITEMS								
GIRLS TARTAN TIE - SHORT		14"	TIE-CL-SH-OLGC				\$17.50	
GIRLS TARTAN TIE - LONG		16"	TIE-CL-LG-OLGC				\$17.50	
GIRLS BIKER SHORT	JXXS-JXS-JS-JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	671Y-J1/J2/671-A1-BLACK				\$12.50	
GIRLS KNEE SOCKS		6-8 / 7-9	SO-GRL/LDS-SG/SL-NAVY				\$6.00	
GIRLS TIGHTS	(JS-JM) or (JL-JXL)	(AS-AM) or (AL-AXL)	TIGHTS-J5/A5-NAVY				\$12.50	
NAMETAPES (100 PER PACK)	NAME:		NAME-TAPES-WHITE				\$9.00	

Payment :

CASH: CHEQUE:

Expiration date: MM / YY

Credit Card Number: _____

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 OR 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	
SHIPPING	+ \$ 8.00
SUB TOTAL	=
TAX: 5 %	+
TOTAL	=
25 % DEPOSIT or PAYMENT IN FULL	→

