



TOP MARKS

Dear Parents of Heritage Christian Academy,

TOP MARKS is pleased to be the uniform supplier for Heritage Christian Academy. We assure you that we are committed to providing excellent customer service.

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.

FITTING DATES (BY APPOINTMENT ONLY)

Heritage Christian Academy invites you to attend the fitting sessions at the school (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, 7:00am – 3:00pm MST) or by sending an e-mail to **info@topmarks.ca**

Thursday, May 31st, 2018 3:00pm - 7:30pm

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

- 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.
- Online via Top Marks web site at www.topmarks.ca. (**Your school code is HCA01**)

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

DELIVERY AND PAYMENT PROCEDURES:

Please note that full payment is required with each order and can be made by Visa, MasterCard or cheque. Regretfully, if we receive an order form without payment, we will be unable to process it.

- 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 by cheque, we ask that you pay in full. **Please note that orders paid by cheque are held for 15 working days, for cheque clearance.**
- If you are not at home to receive your insured parcel, Canada Post will leave a notice card that you have a package for pick-up, which lists 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 (Monday to Friday, 7:00am –3:00pm MST) or you can also 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 online profile, simply login to the system and skip directly to # 3.

1. Enter **HCA01** 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: _____		STUDENT'S GIVEN NAME: _____	
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 #	
Postal Code: _____		e-mail: _____ @	

DELIVERY CANNOT BE GUARANTEED BEFORE THE START OF SCHOOL IF ORDER IS RECEIVED AFTER JUNE 24, 2018.

ORDERS CAN BE FAXED, MAILED, E-MAILED OR PLACED ONLINE
WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD - HCA01

HERITAGE CHRISTIAN ACADEMY - ELEMENTARY GRADES 1 - 6

UNIFORM ITEMS	JUNIOR	ADULT	STYLE #	SIZE	QTY	JUNIOR	ADULT	TOTAL
WHITE SHORT SLEEVE POLO SHIRT - crested	JXS-JS-JM-JL-JXL	AXS-AS-AM	1006-J2/A1-WHITE			\$25.25	\$27.25	
BURGUNDY SHORT SLEEVE POLO SHIRT - crested	JXS-JS-JM-JL-JXL	AXS-AS-AM	1006-J2/A1-CLARET			\$25.25	\$27.25	
WHITE LONG SLEEVE POLO SHIRT - crested	JXS-JS-JM-JL-JXL	AXS-AS-AM	1005-J2/A1-WHITE			\$27.75	\$30.00	
BURGUNDY LONG SLEEVE POLO SHIRT - crested	JXS-JS-JM-JL-JXL	AXS-AS-AM	1005-J2/A1-CLARET			\$27.75	\$30.00	
UNISEX LONG SLEEVE OXFORD SHIRT Mandatory (for girls & boys) OR Short Sleeves	6-6X-7-8-10-12-14-16-18	AS-AM	1007-J4/A1-WHITE			\$28.25	\$32.00	
UNISEX SHORT SLEEVE OXFORD SHIRT	6-6X-7-8-10-12-14-16-18	AS-AM	1007SS-J4/A1-WHITE			\$27.25	\$31.00	
V-NECK SLEEVELESS VEST - crested Mandatory Boys	JXS-JS-JM-JL-JXL	AXS-AS-AM	2004-J2/A1-BURG			\$43.00	\$45.00	
BOYS FLAT FRONT POLY/COTTON TWILL PANT (elastic back)	6-7-8-10-12-14-16-18-20	N/A	6015-J4-BLACK			\$36.00	N/A	
TARTAN TIE - Mandatory	JUNIOR		TIE-ZP-JR-HERIT				\$17.00	
BUTTON FRONT CARDIGAN - crested Mandatory Girls	JXS-JS-JM-JL-JXL	AXS-AS-AM	2045-J2/A1-BURG			\$54.00	\$58.00	
GIRLS POLY/COTTON TWILL PANT - no pleats	6-7-8-10-12-14-16-18-20	N/A	6021-J4-BLACK			\$36.00	N/A	
GIRLS BLACK SKORT	6-7-8-10-12-14-16-18-20	N/A	3035-J4-BLACK			\$28.00	N/A	
GIRLS TARTAN TUNIC Mandatory Girls	6-6X-7-8-10-12-14-16-18-20	N/A	3053-J3/J4-HERIT			\$74.50	N/A	
MODESTY SHORTS (to be worn under the tunic)	JXS-JS-JM-JL-JXL	AXS-AS-AM	671Y-J2/671-A1-BLACK				\$13.00	
FULL ZIP HOODED FLEECE SWEATER- crested	JXS-JS-JM-JL-JXL	AXS-AS-AM	1420-J2/A1-BLACK			\$51.00	\$54.50	
BERMUDA SHORTS	6-7-8-10-12-14-16-18-20	N/A	5014-J4-BLACK			\$27.50	N/A	
SOCKS & TIGHTS								
BLACK SOCKS - BOYS	6-8 / 8-10 / 10-13		SO-BOY/MEN-SB/SM-BLACK				\$6.00	
BLACK SOCKS - GIRLS	4-6 / 6-8 / 7-9 / 9-11		SO-GRL/LDS-SG/SL-BLACK				\$6.25	
BLACK TIGHTS-GIRLS	(JS-JM) OR (JL-JXL)	(AS-AM) OR (AL-AXL)	TIGHTS-J5/A5-BLACK				\$12.50	
HAIR ACCESSORIES (optional)								
HEADBAND (TWO TONE- BLACK/BURGUNDY)	ONE SIZE		HBRAD2-OS-BLK/BU				\$14.00	
SWEETHEART CLIP- BLACK	ONE SIZE		CLIPSH-OS-BLACK				\$14.00	
LOOPED BOW HEADBAND- BURGUNDY	ONE SIZE		BOWLH-OS-BURG				\$16.50	
LOOPED BOW ELASTIC SET-BLACK	ONE SIZE		BOWLE-OS-BLACK				\$16.50	
NAMETAPES (100 PER PACK)	NAME: _____	NAME-TAPES-WHITE					\$9.00	

Payment: CASH: CHEQUE:

Expiration date: _____
M M / Y Y

Credit Card Number: _____
Cardholder Name: _____
Signature: _____

FULL PAYMENT MUST ACCOMPANY YOUR ORDER
ORDERS ARE ACCEPTED BY FAX/EMAIL WHEN PAYMENT IS MADE BY VISA OR MASTERCARD.

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	=

ORDERS PAID BY CHEQUE WILL BE HELD FOR 15 WORKING DAYS



STUDENT'S FAMILY NAME:		STUDENT'S GIVEN NAME:	
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: -			

DELIVERY CANNOT BE GUARANTEED BEFORE THE START OF SCHOOL IF ORDER IS RECEIVED AFTER JUNE 24, 2018.
 ORDERS CAN BE FAXED, MAILED, E-MAILED OR PLACED ONLINE
 WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD - HCA01

HERITAGE CHRISTIAN ACADEMY - MIDDLE SCHOOL GRADES 7 - 9

UNIFORM ITEMS	JUNIOR	ADULT	STYLE #	SIZE	QTY	JUNIOR	ADULT	TOTAL
WHITE SHORT SLEEVE POLO SHIRT - UNISEX -crested	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1006-J2/A1-WHITE			\$25.25	\$27.25	
BURGUNDY SHORT SLEEVE POLO SHIRT - UNISEX -crested	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1006-J2/A1-CLARET			\$25.25	\$27.25	
WHITE LONG SLEEVE POLO SHIRT - UNISEX- crested	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1005-J2/A1-WHITE			\$27.75	\$30.00	
BURGUNDY LONG SLEEVE POLO SHIRT - UNISEX- crested	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1005-J2/A1-CLARET			\$27.75	\$30.00	
V-NECK SLEEVELESS VEST - crested - Mandatory	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	2004-J2/A1-BURG			\$43.00	\$45.00	
FULL ZIP HOODED FLEECE SWEATER- crested	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1420-J2/A1-BLACK			\$51.00	\$54.50	
TARTAN TIE- Mandatory	ONE SIZE		TIE-AD-OS-HERIT			\$17.00		
LONG SLEEVE OXFORD SHIRT Mandatory (boys) OR Short Sleeves	10-12-14-16-18	AS-AM-AL-AXL-AXXL	1007-J4/A1-WHITE			\$28.25	\$32.00	
SHORT SLEEVE OXFORD SHIRT	10-12-14-16-18	AS-AM-AL-AXL-AXXL	1007SS-J4/A1-WHITE			\$27.25	\$31.00	
BOYS POLY/COTTON TWILL PANT- no pleats	10-12-14-16-18-20		6035-J4-BLACK			\$36.00		
MENS POLY/COTTON TWILL PANT- no pleats (REGULAR FIT)	N/A	28-30-32-34-36-38-40-42-44-46	6020-A2-BLACK			N/A	\$43.00	
MENS POLY/COTTON TWILL PANT- no pleats (SLIM FIT)	N/A	26-28-30-32-34-36-38-40	6024-A2-BLACK			N/A	\$43.00	
WHITE SHORT SLEEVE LADIES FITTED POLO SHIRT -crested	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1015-J2/A1-WHITE			\$25.25	\$27.25	
LADIES LONG SLEEVE FITTED BLOUSE Mandatory (girls) OR Short Sleeves	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1019-J2/A1-WHITE			\$28.00	\$28.00	
LADIES SHORT SLEEVE FITTED BLOUSE	JM-JL-JXL	AXS-AS-AM-AL-AXL-AXXL	1021-J2/A1-WHITE			\$26.75	\$26.75	
GIRLS POLY/COTTON TWILL PANT - no pleats	10-12-14-16-18-20		6021-J4-BLACK			\$36.00		
LADIES POLY/COTTON/SPANDEX PANT - no pleats	N/A	4-6-8-10-12-14-16-18-20	3084-A3-BLACK			N/A	\$41.00	
LADIES TARTAN SKORT- Mandatory	N/A	4-6-8-10-12-14-16-18-20	3071-A3-HERIT			N/A	\$86.00	
CARGO SHORT	10-12-14-16-18-20	28-30-32-34-36-38-40-42-44-46	6026-J4/6025-A2-BLACK			\$38.50		
SOCKS & TIGHTS								
BLACK SOCKS - BOYS	8-10 / 10-13		SO-BOY/MEN-SB/SM-BLACK			\$6.00		
BLACK SOCKS - GIRLS	9-11		SO-LDS-SL-BLACK			\$6.25		
BLACK TIGHTS-GIRLS	(JS-JM) OR (JL-JXL)	(AS-AM) OR (AL-AXL)	TIGHTS-J5/A5-BLACK			\$12.50		
HAIR ACCESSORIES (optional)								
HEADBAND (TWO TONE- BLACK/BURGUNDY)	ONE SIZE		HBRAD2-OS-BLK/BU			\$14.00		
SWEETHEART CLIP- BLACK	ONE SIZE		CLIPSH-OS-BLACK			\$14.00		
LOOPED BOW HEADBAND- BURGUNDY	ONE SIZE		BOWLH-OS-BURG			\$16.50		
LOOPED BOW ELASTIC SET- BLACK	ONE SIZE		BOWLE-OS-BLACK			\$16.50		
NAMETAPES (100 PER PACK)	NAME:	NAME-TAPES-WHITE				\$9.00		

Payment : CASH: CHEQUE:

Expiration date: _____ / _____
 Credit Card Number: _____
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 ORDERS ARE ACCEPTED BY FAX/EMAIL WHEN PAYMENT IS MADE BY VISA OR MASTERCARD.

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 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	=

SIZING CHART
HERITAGE CHRISTIAN ACADEMY

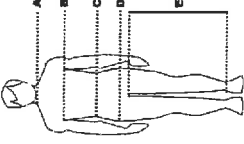
FOR PARENTS WHO ARE UNFAMILIAR WITH TOP MARKS SIZING, WE PROVIDE BELOW A SIZING CHART AS A GUIDELINE FOR YOU TO DETERMINE YOUR CHILD'S SIZING. WE RECOMMEND THAT YOU COMPLETE THE BASIC MEASUREMENT TABLE INDICATED BELOW. WITH THIS INFORMATION, WE CAN DOUBLE CHECK THE SIZES YOU HAVE ORDERED.

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/FEMALE:	
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.

SIZE	JXS			JS			JM			JL			JXL		
	6	6X	7	8	10	12	14	16	18	20	20	18	16	14	12
HEIGHT	43	45	47	49	51	54	57	59	60	61	61	60	59	57	54
CHEST	23	24	24	25	26	27	29	31	32	33	33	32	31	29	27
WAIST	21	22	22	23	24	25	26	27	28	29	29	28	27	26	25
HIPS	23	24	24	25	26	27	29	31	33	35	36	35	33	31	29
INSEAM	19	20	21	22	25	26	27	28	29	30	31	32	33	34	35

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

LADIES BLAZERS -2023L

SIZE	ADULT SIZES			ADULT SIZES		
	AXS	AS	AL	AXL	AXXL	AXXL
HEIGHT	61	62	65	71	71+	71+
CHEST	33	35	38	44	45	45
WAIST	27-28	28-29	30-32	34-36	36-38	36-38
HIPS	36	37	38	42	44	44
INSEAM	34	34	34	34	34	34

ADULT BLAZERS-2022M

SIZE	ADULT SIZES			ADULT SIZES		
	AXS	AS	AL	AXL	AXXL	AXXL
HEIGHT	61	62	65	71	71+	71+
CHEST	33	35	38	44	45	45
WAIST	27-28	28-29	30-32	34-36	36-38	36-38
HIPS	36	37	38	42	44	44
INSEAM	34	34	34	34	34	34

LADIES KILT -302520

SIZE	ADULT SIZES			ADULT SIZES		
	AXS	AS	AL	AXL	AXXL	AXXL
HEIGHT	61	62	65	71	71+	71+
CHEST	33	35	38	44	45	45
WAIST	27-28	28-29	30-32	34-36	36-38	36-38
HIPS	36	37	38	42	44	44
INSEAM	34	34	34	34	34	34

LADIES PANT - 3084

SIZE	ADULT SIZES			ADULT SIZES		
	AXS	AS	AL	AXL	AXXL	AXXL
HEIGHT	61	62	65	71	71+	71+
CHEST	33	35	38	44	45	45
WAIST	27-28	28-29	30-32	34-36	36-38	36-38
HIPS	36	37	38	42	44	44
INSEAM	34	34	34	34	34	34

LADIES SKORT-3071

SIZE	ADULT SIZES			ADULT SIZES		
	AXS	AS	AL	AXL	AXXL	AXXL
HEIGHT	61	62	65	71	71+	71+
CHEST	33	35	38	44	45	45
WAIST	27-28	28-29	30-32	34-36	36-38	36-38
HIPS	36	37	38	42	44	44
INSEAM	34	34	34	34	34	34

GIRLS FITTED BLOUSES/POLOS- 1019/1021/1015

SIZE	ADULT SIZES			ADULT SIZES		
	AXS	AS	AL	AXL	AXXL	AXXL
HEIGHT	61	62	65	71	71+	71+
CHEST	33	35	38	44	45	45
WAIST	27-28	28-29	30-32	34-36	36-38	36-38
HIPS	36	37	38	42	44	44
INSEAM	34	34	34	34	34	34

SHIRTS JUNIOR -1007/1007SS

SIZE	ADULT SIZES			ADULT SIZES		
	AXS	AS	AL	AXL	AXXL	AXXL
HEIGHT	61	62	65	71	71+	71+
CHEST	33	35	38	44	45	45
WAIST	27-28	28-29	30-32	34-36	36-38	36-38
HIPS	36	37	38	42	44	44
INSEAM	34	34	34	34	34	34

MENS PANT (REGULAR FIT) & CARGO SHORT - 6020/6025

SIZE	ADULT SIZES			ADULT SIZES		
	AXS	AS	AL	AXL	AXXL	AXXL
HEIGHT	61	62	65	71	71+	71+
CHEST	33	35	38	44	45	45
WAIST	27-28	28-29	30-32	34-36	36-38	36-38
HIPS	36	37	38	42	44	44
INSEAM	34	34	34	34	34	34

MENS PANT (SLIM FIT) - 6024

SIZE	ADULT SIZES			ADULT SIZES		
	AXS	AS	AL	AXL	AXXL	AXXL
HEIGHT	61	62	65	71	71+	71+
CHEST	33	35	38	44	45	45
WAIST	27-28	28-29	30-32	34-36	36-38	36-38
HIPS	36	37	38	42	44	44
INSEAM	34	34	34	34	34	34

GIRLS SOCKS

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

BOYS/MENS SOCKS

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

TIGHTS SIZING CHART

SIZE	HEIGHT		WEIGHT
	GIRLS (S / M)	43-48 IN	
GIRLS (L / XL)	48-58 IN	50-75 LBS	
LADIES (S / M)	58-63 IN	75-90 LBS	
LADIES (L / XL)	63-68 IN	90-125 LBS	
		125-150 LBS	