



Dear Jean Forest Leadership Academy, Parents/Guardians,

Top Marks is proud to have been selected as the uniform supplier for Jean Forest Leadership Academy. We assure you that we are committed to serving you to the best of our ability.

The following information 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)**

Jean Forest Leadership Academy invites you to attend the fitting session at the school (see date 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 – 3:30pm MST).

Fitting Date	Time
Tuesday May 22 <sup>nd</sup> , 2018	3:15pm -7:30pm

Should you be unable to attend the fitting sessions, additional options for placing your order are

- Online via Top Marks web site at [www.topmarks.ca](http://www.topmarks.ca). (Your school code is JFL01 )
- 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.
- By completing the attached order form and submitting it by mail (see address below) or by fax to 514-344-5350. 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.

*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>, 2018, 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. Regretfully, 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>, 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 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 please pay in full.
- 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 (Monday to Friday, 7:00am – 3:30pm MST) or you can refer to our online <Frequently Asked Questions> directly available on our web site at [www.topmarks.ca](http://www.topmarks.ca).

## **Instructions for Booking Appointments**

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.

1. Enter **JFL01** 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: _____		APT# _____	
CITY: _____		Postal Code: _____	
SHIP TO: _____ <small>(if different than above)</small>		Postal Code: _____	
		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 15, 2018.



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

WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD - JFL01

### JEAN FOREST LEADERSHIP ACADEMY - GIRLS (grades 7-9)

STANDARD UNIFORM ITEMS MANDATORY	JUNIOR SIZE	ADULT SIZE	STYLE / COLOUR	SIZE	QTY	JR PRICE	AD PRICE	TOTAL
LONG SLEEVE REVER COLLAR BLOUSE - embroidered EITHER OR	JM-JL-JXL	AXS-AS-AM-AL	1057-J2/A1-WHITE			\$32.00		
SHORT SLEEVE REVER COLLAR BLOUSE - embroidered	JM-JL-JXL	AXS-AS-AM-AL	1058-J2/A1-WHITE			\$30.00		
WIDE WAISTBAND PLEATED SKIRT	N/A	4-6-8-10-12	3177-A3-BLACK			\$62.50		
POLY/RAYON PANT with spandex - black EITHER OR	N/A	4-6-8-10-12	3065-A3-BLACK			\$40.00		
V-NECK SLEEVELESS VEST - embroidered EITHER OR	JM-JL-JXL	AXS-AS-AM-AL	2004-J2/A1-BLACK			\$46.50		
V-NECK LONG SLEEVE SWEATER - embroidered	JM-JL-JXL	AXS-AS-AM-AL	2044-J2/A1-BLACK			\$54.50		
<b>ALTERNATIVE UNIFORM ITEMS</b>								
SHORT SLEEVE FITTED POLO SHIRT - embroidered (100% polyester/dry fit)	JM-JL-JXL	AXS-AS-AM-AL	1115-J2/A1-BLACK			\$35.00		
GIRLS SKORT	JL-JXL		3093-J4-BLACK			\$36.00	N/A	
LADIES SKORT *** newer style**	N/A	2-4-6-8-10-12	3194-A3-BLACK			N/A	\$44.00	
ZIP FRONT JERSEY KNIT CARDIGAN - embroidered	JM-JL-JXL	AXS-AS-AM-AL	1416-J2/A1-BLACK			\$50.00		
<b>PHYSICAL EDUCATION UNIFORM ITEMS</b>								
GYM T-SHIRT - printed (mandatory)	JM-JL-JXL	AS-AM-AL	1027-J2/A1-WHITE			\$12.50		
GYM SHORT - printed EITHER OR	JM-JL-JXL	AXS-AS-AM-AL	1231-J2/A1-BLACK			\$21.50		
JOGGING PANT - embroidered	JM-JL-JXL	AXS-AS-AM-AL	1401P-J2/A1-BLACK			\$31.50		
PULLOVER HOODIE - embroidered	JM-JL-JXL	AXS-AS-AM-AL	1404-J2/A1-BLACK			\$38.50		
<b>OTHER ITEMS</b>								
KNEE SOCKS	N/A	9-11	SO-LDS-SL-BLACK			\$6.50		
TIGHTS - lightweight (92% nylon/8% lycra)	(JL-JXL)	(AS-AM) or (AL-AXL)	TIGHTS-J5/A5-BLACK			\$13.50		
TIGHTS - heavyweight (85% cotton/10% nylon/5% elastane)	12-14	AS-AM-AL	TIGHTS-J6/A6-HVY/BL			\$20.00		
NAMETAPES	NAME: _____					\$9.50		

**Payment :**

CASH:      CHEQUE:

Expiration date \_\_\_\_\_

Credit Card Number \_\_\_\_\_ MM / YY

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/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

<b>PURCHASE TOTAL</b>	
<b>SHIPPING</b>	+ \$ 8.50
<b>SUB TOTAL</b>	=
<b>TAX: 5%</b>	+
<b>TOTAL</b>	=
<b>25 % DEPOSIT</b>	→
<b>OR</b>	
<b>PAYMENT IN FULL</b>	→

# JEAN FOREST LEADERSHIP ACADEMY

## SIZING CHART - GIRLS UNIFORM

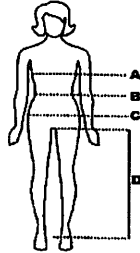
FOR PARENTS WHO ARE UNFAMILIAR WITH TOP MARKS SIZING, WE PROVIDE BELOW A SIZING CHART AS A GUIDELINE FOR YOU TO DETERMINE YOUR CHILD'S SIZING. WE RECOMMEND THAT YOU COMPLETE THE BASIC MEASUREMENT TABLE INDICATED BELOW. WITH THIS INFORMATION, WE CAN DOUBLE CHECK THE SIZES YOU HAVE ORDERED.

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
HEIGHT	10	14	16	18	20	61	62	65	68
CHEST	51	57	59	60	61	33	35	38	41
WAIST	26	29	31	32	33	27-28	28-29	30-32	32-34
HIPS	24	26	27	28	29	36	37	38	40
INSEAM	27	31	33	35	36	36	37	38	40
	25	27	28	29	29	34	34	34	34

<b>FITTED SHIRTS - 1057/1058</b>							
	JM	JL	JXL	AXS	AS	AM	AL
CHEST	25/26	27/28	29/30	31/32	33/34	35/36	37/38
SLEEVE LENGTH	27.5	29.5	30.5	31	31 1/2	32	32.5
CENTER BACK							
<b>SHORT SLEEVE FITTED POLO SHIRT- 1115</b>							
	JM	JL	JXL	AXS	AS	AM	AL
CHEST	26/27	28/29	30/31	32/33	34/35	36/37	38/39
<b>WIDE WAIST BAND SKIRT - 3177</b>							
	JM	JL	JXL	AXS	AS	AM	AL
WAIST	23/24	25/26	27/28	29/30	31/32		
<b>LADIES' SKORT - 3194</b>							
	JL	JXL	AXS	AS	AM	AL	
WAIST	26 1/2	27 1/2	28 1/2	30 1/2	32 1/2	34 1/2	
HIPS	30	31	32	33.5	35	36.5	
<b>GIRL'S SKORT - 3093</b>							
	JL	JXL	AXS	AS	AM	AL	
WAIST	24 1/2	26					
HIPS	26	27 1/2					
<b>LADIES PANT - 3065</b>							
	JL	JXL	AXS	AS	AM	AL	
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			

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

**LADIES SOCKS**

SHOE SIZE	6-9
SOCK SIZE	9-11

**TIGHTS SIZING CHART**

SIZE	HEIGHT	WEIGHT
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

**HEAVY TIGHTS SIZING CHART**

SIZE	HEIGHT	WEIGHT
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