



Dear Parents of O’Gorman High School,

TOP MARKS is pleased to be the uniform supplier for O’Gorman High School. We assure you that we are committed to serving you to the best of our ability.

O’Gorman High School invites you to attend one of three (3) fitting sessions noted below. During your visit you can have your child fitted and complete your order.

Please note that the fitting sessions for NEW STUDENTS will be conducted by APPOINTMENT. NEW STUDENTS will be contacted by Ms. Sue Lafreniere to arrange a time that is convenient for you.

Monday,	April 30 th , 2012	6:30 pm.-8:30 pm
Tuesday,	May 1 st , 2012	6:30 pm.-8:30 pm
Wednesday,	May 2 nd , 2012	6:30 pm.-8:30 pm

(FITTINGS WILL TAKE PLACE IN THE SCHOOL CAFETERIA)

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

- By mail or fax. Please complete the attached order form and if necessary, the measurement 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. Don’t forget to include your name, address, telephone number and your credit card number with expiration date.
- On line via Top Marks web site www.topmarks.ca (Your school code is OGO01)

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, we will be unable to process any order form received without a method of payment. **We will charge your credit card for the full amount if your order is received after July 1st, 2012.**

- 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 at the time of delivery.
- If you pay the deposit by Cheque, we ask that you provide us with a cheque post-dated June 15th, 2012 for the balance of your order. 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 parcel, 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 process an exchange, if necessary.

Should you have any questions whatsoever, please do not hesitate to contact our customer service department using our toll free telephone number, 1-800-667-7105 (Monday to Friday, 9:00am –5:00pm). **You can also refer to our on-line <Frequently Asked Questions> directly from our Web site at www.topmarks.ca.**

Sincerely,
TOP MARKS

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