

## Garment Folding Methods

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## Folding Methods

**Purpose** To ensure that garments are received floor ready.

**Polybag Folding Procedure** All garments packaged into a polybag in the same manner after being folded. Comply with the following steps to package the folded garments, described in this section, into polybags:

Step	Action
1	Slip garment into polybag.
2	Mark the polybag with the style # and size.
3	Make sure the garment hangtag is showing, style/size side up.
4	Fold up the open end of the polybag and secure with tape.
5	Finished fold dimension must not exceed 21 x 21 inches

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**Description** This section describes how to fold garments with the least amount of creases.

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**In this Section** The types of folding methods described in this section are located as indicated below:

**Note: For hangtag placement, please follow the tech pack specifications provided by the brand’s production technical staff.**

## Folding Methods for Tops

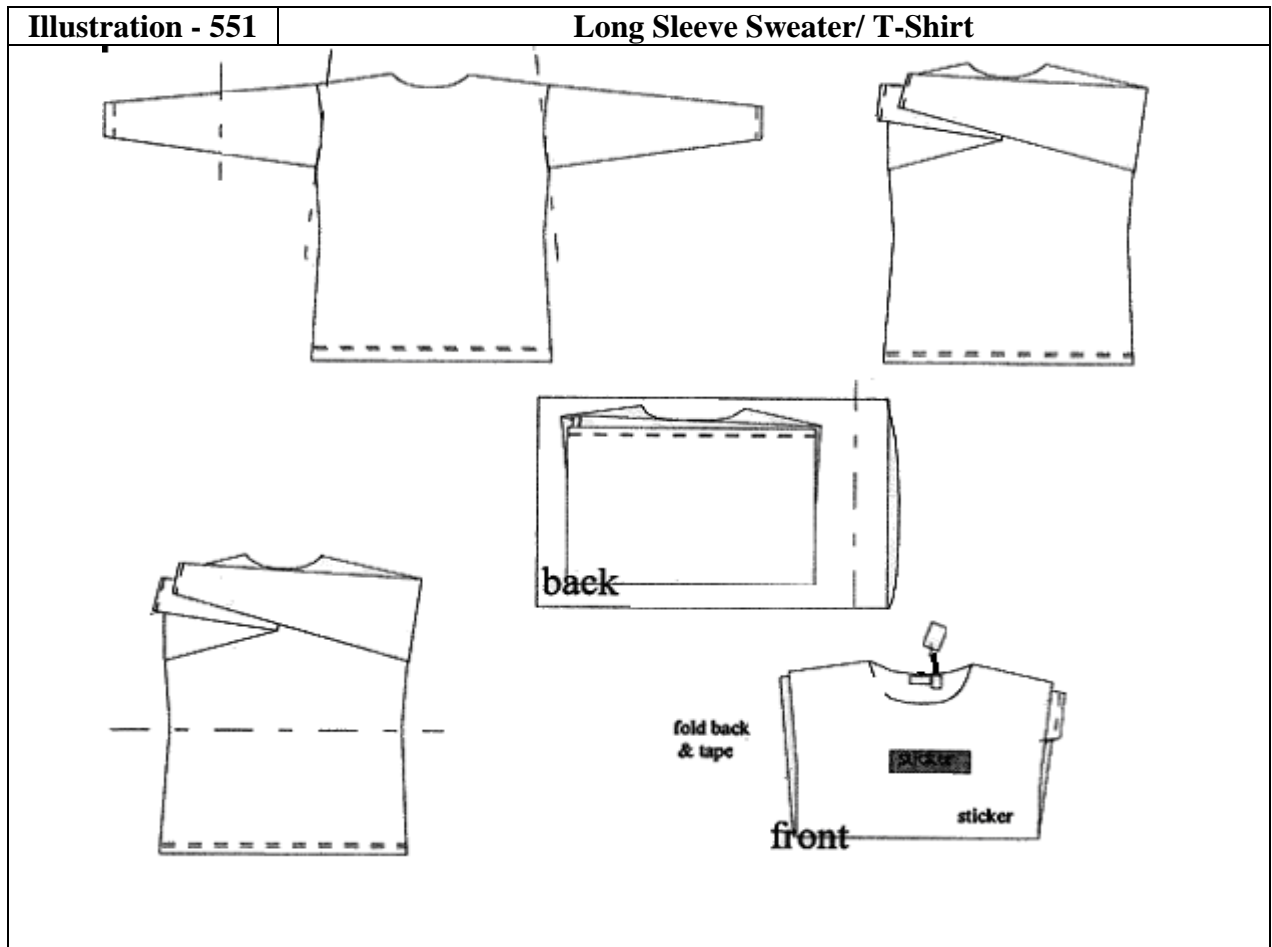
**Purpose** To ensure that garments are received floor ready.

**Description** This section describes how to fold tops with the least amount of creases.

### Method 1A - Long Sleeve Sweater/T-Shirt

**Procedure** Comply with the following steps to fold a long sleeve sweater or t-shirt:

Step	Action
1	Half fold left sleeve in toward center back – right is flat.
2	Fold in half horizontally.

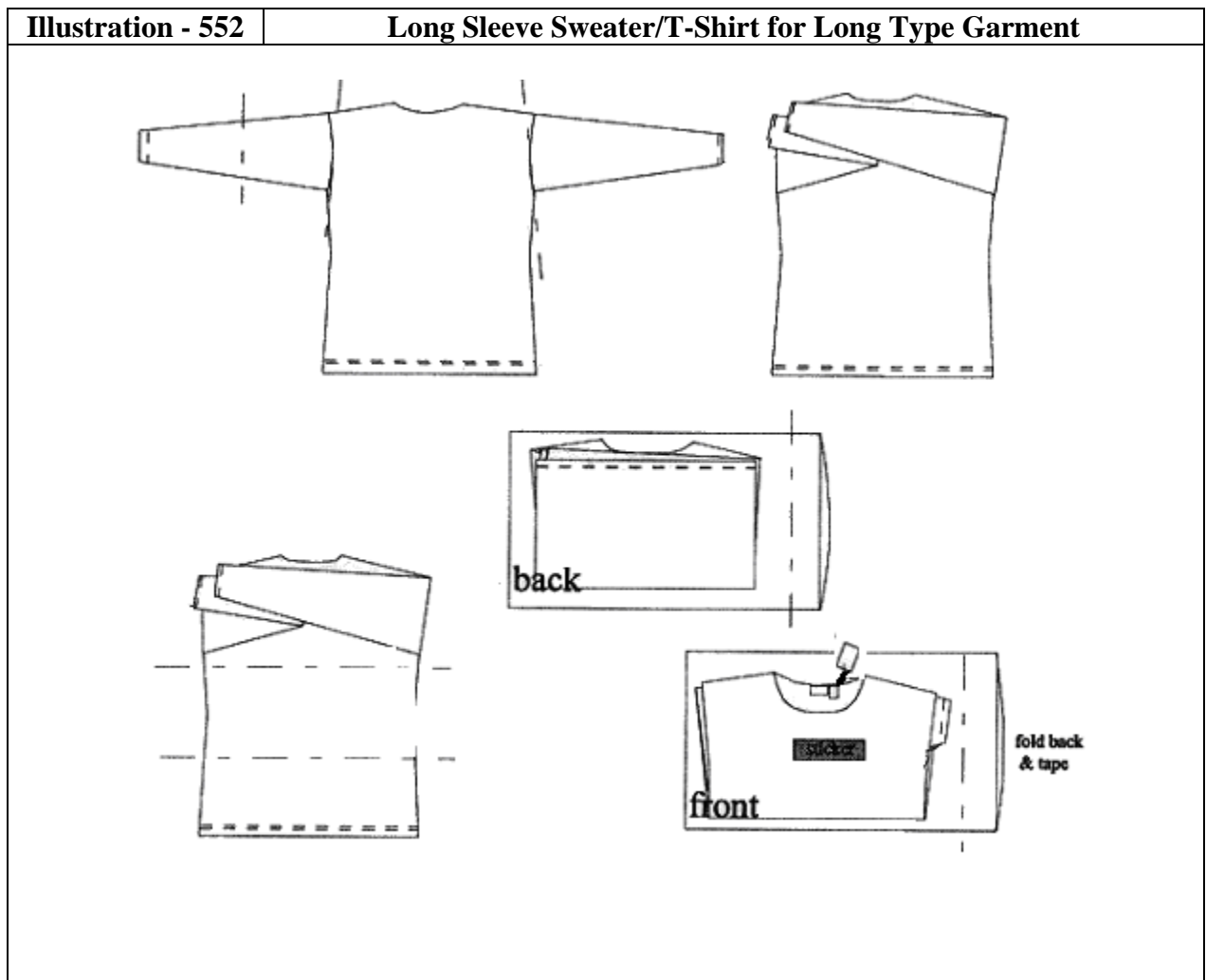




## Method 1B - Long Sleeve Sweater/T-Shirt for Long Type Garment

**Procedure** Comply with the following steps to fold a long sleeve sweater or t-shirt for a long type garment:

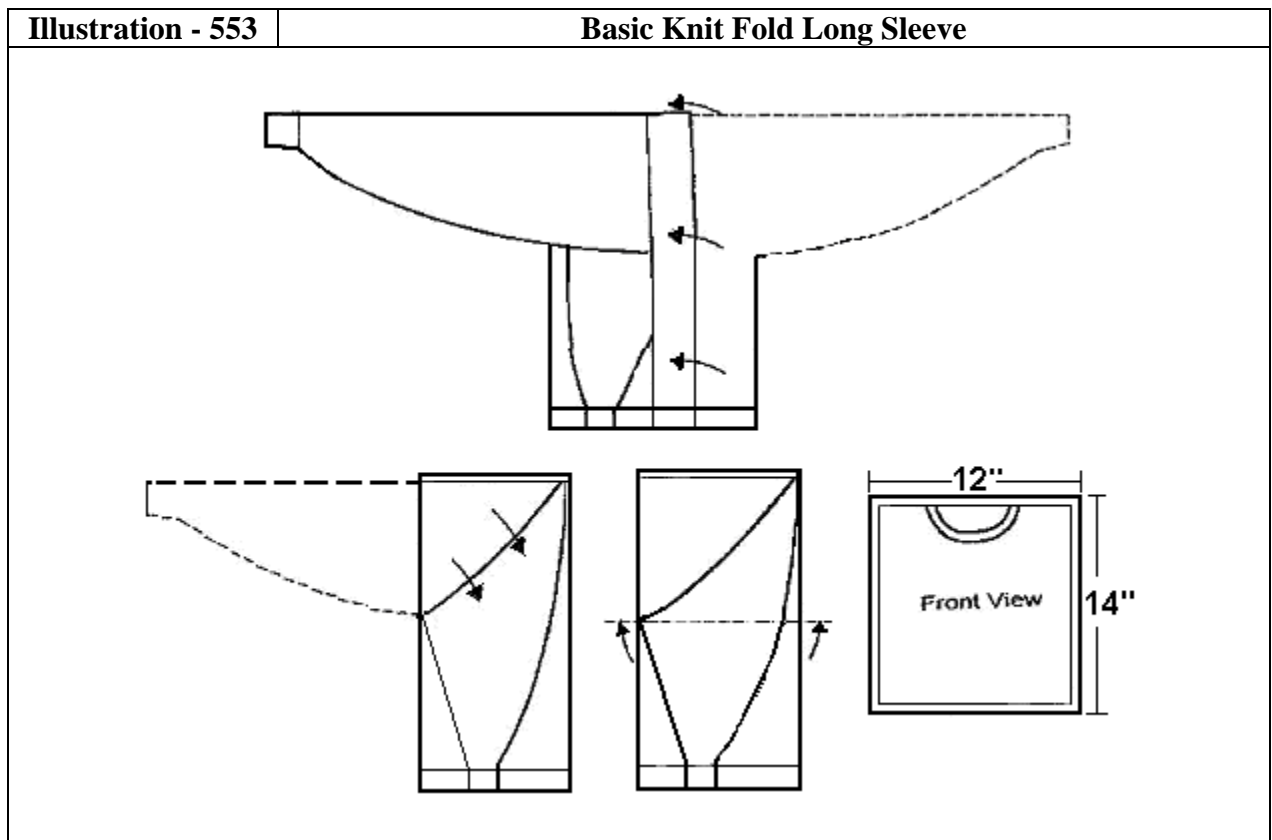
Step	Action
1	Half fold left sleeve in toward center back – right is flat.
2	Fold 3 ways.



## Method 1C – Basic Knit Fold - Long Sleeve

**Procedure** Comply with the following steps to perform a long sleeve basic knit fold:

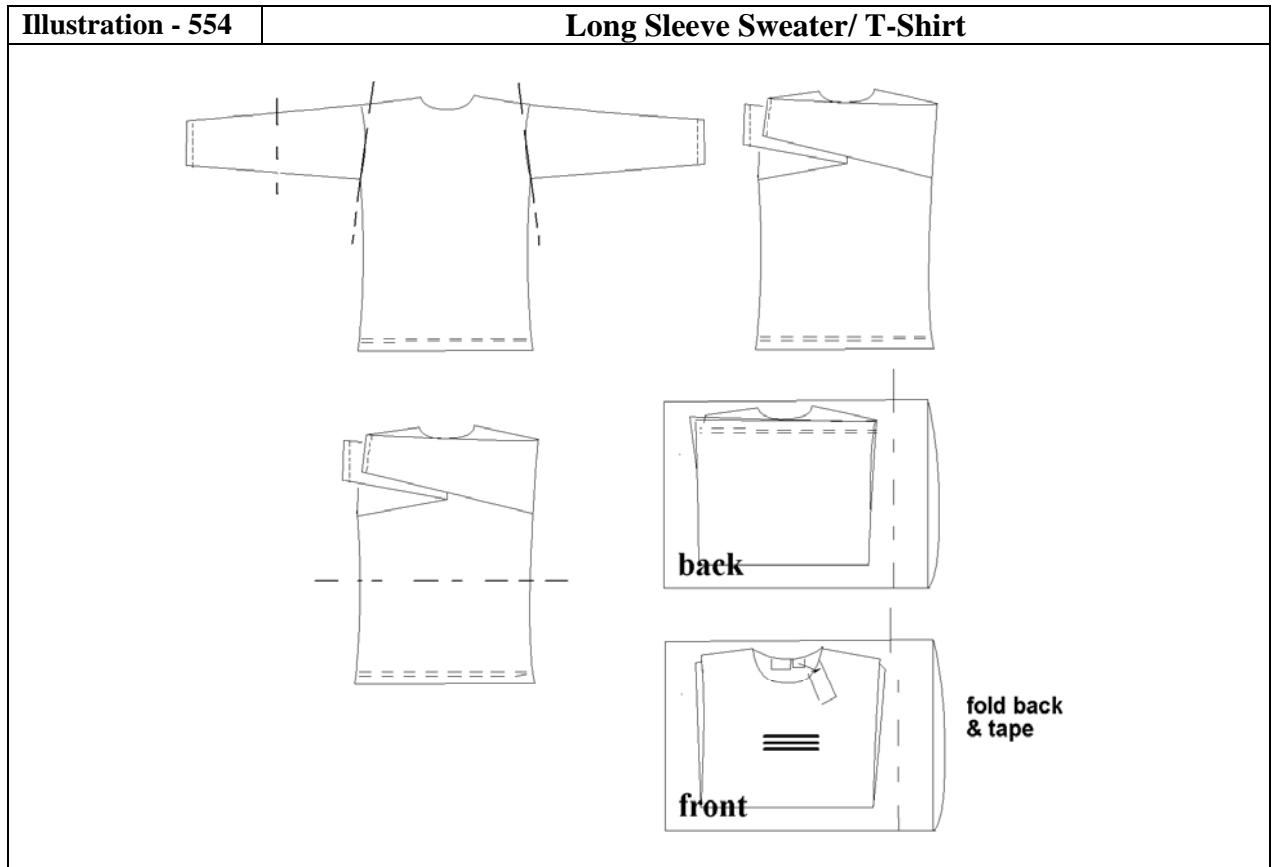
Step	Action
1	Fold sleeve to the other side.
2	Fold the sleeve down.
3	Fold the Body in half.



## Method 1D - Long Sleeve Sweater/T-Shirt

**Procedure** Comply with the following steps to fold a long sleeve sweater or t-shirt:

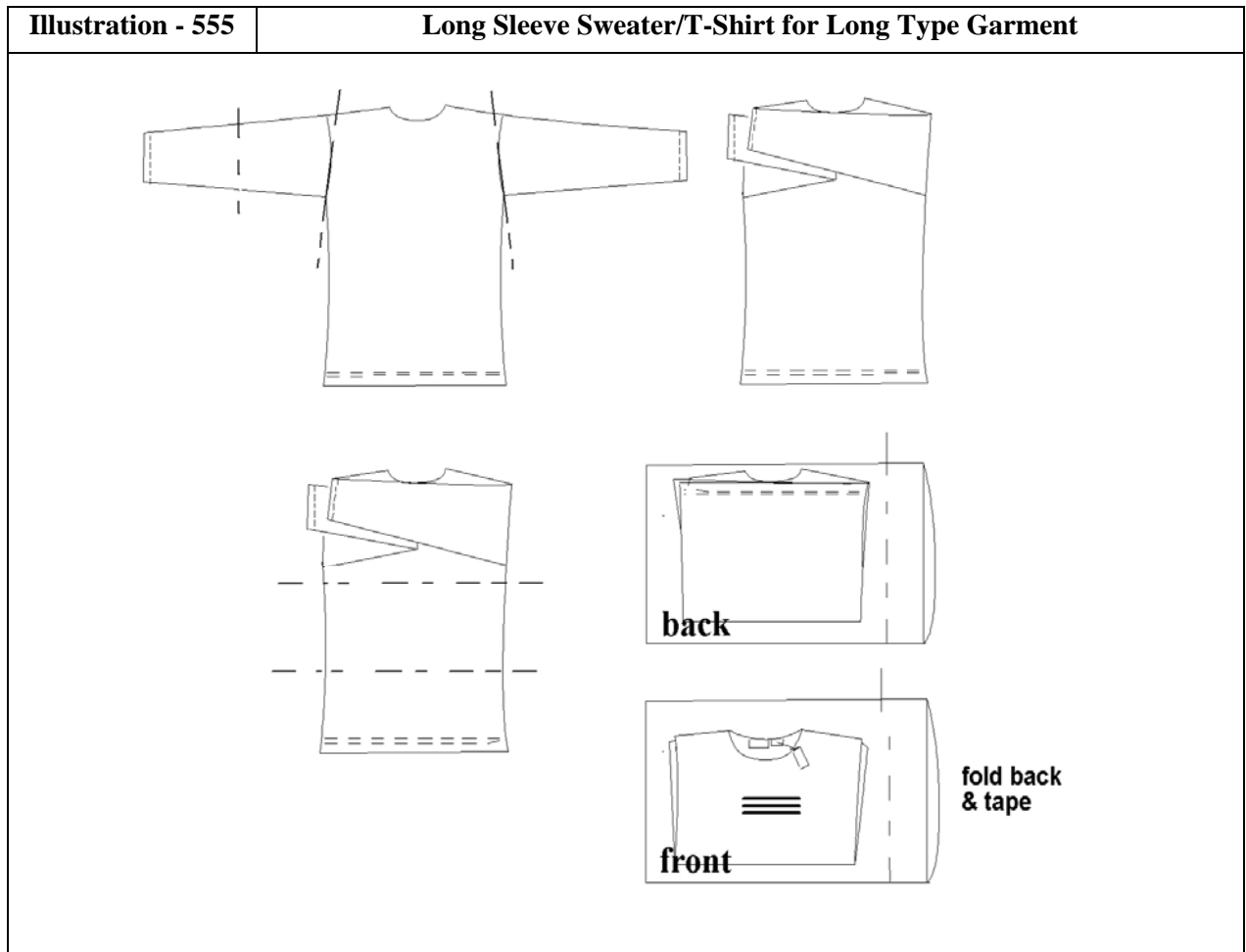
Step	Action
1	Half fold left sleeve in toward center back – right is flat.
2	Fold in half horizontally.
3	Same as 1A.



## Method 1E - Long Sleeve Sweater/T-Shirt for Long Type Garment

**Procedure** Comply with the following steps to fold a long sleeve sweater or t-shirt for a long type garment:

Step	Action
1	Half fold left sleeve in toward center back – right is flat.
2	Fold 3 ways.
3	Same as 1B.

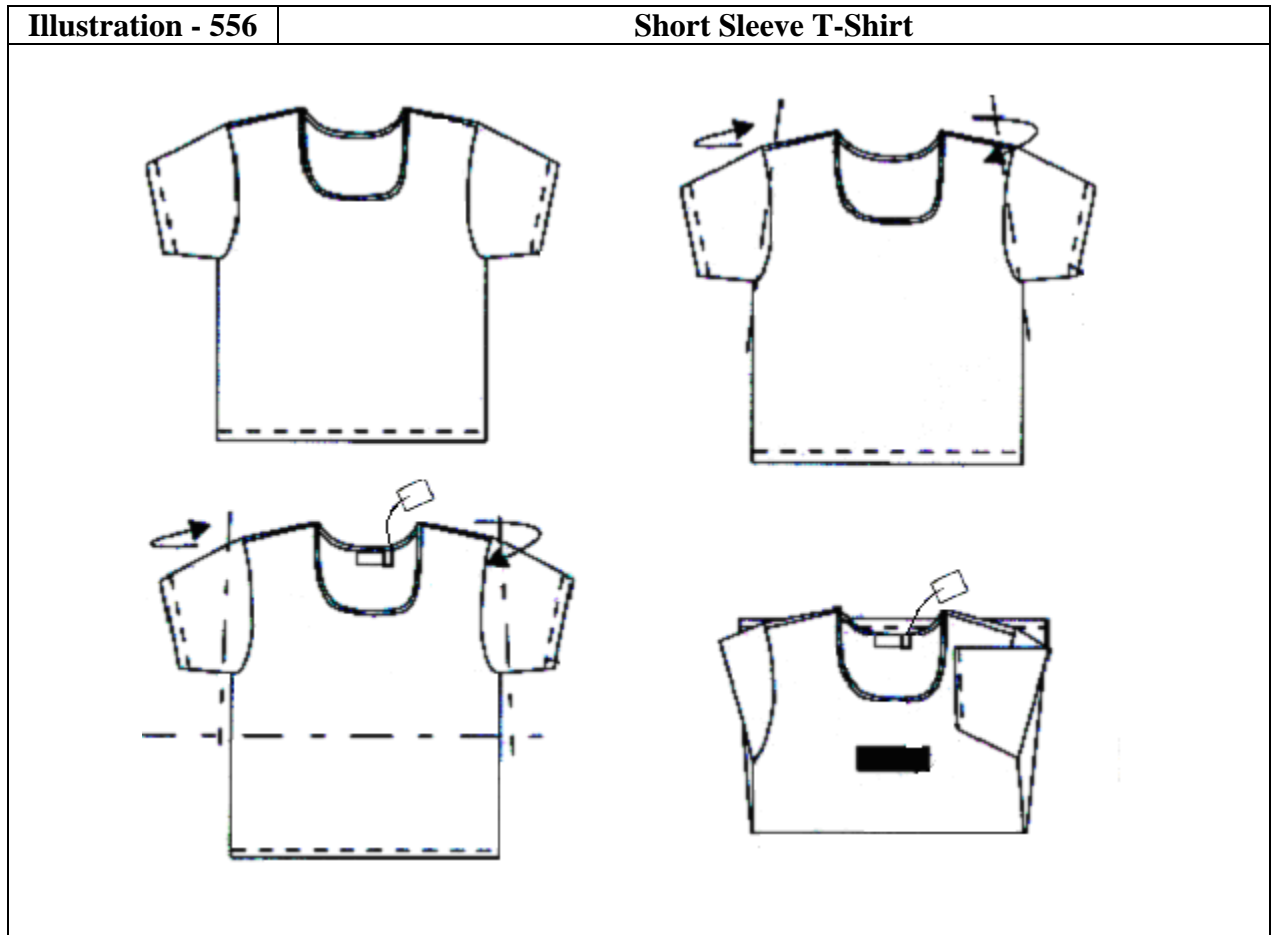




## Method 2A - Short Sleeve T-Shirt

**Procedure** Comply with the following steps to fold a short sleeve t-shirt:

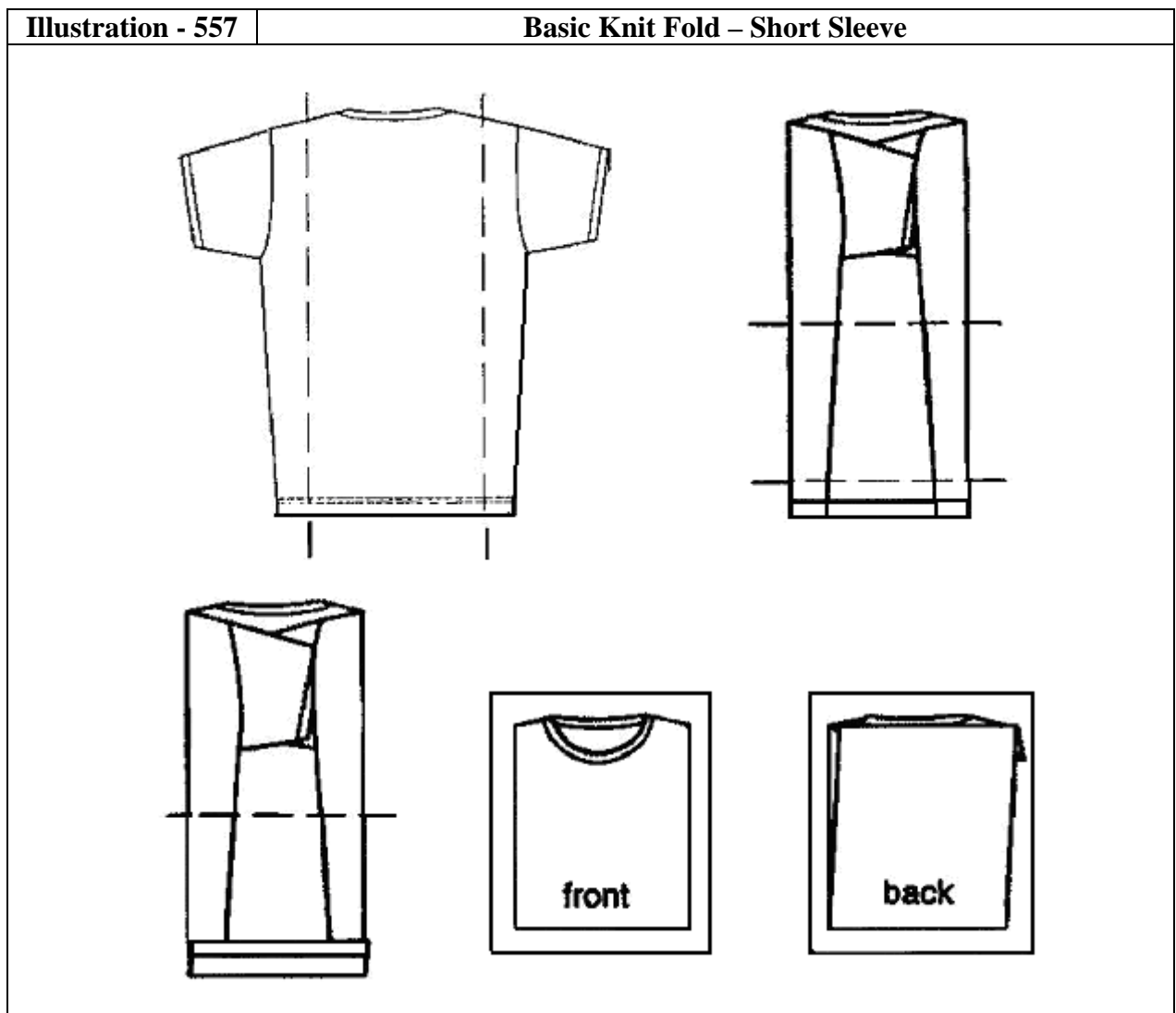
Step	Action
1	Fold left sleeve towards CF.
2	Fold right sleeve towards CB.
3	Fold in half horizontally.



## Method 2B – Basic Knit Fold – Short Sleeve

**Procedure** Comply with the following steps to perform a short sleeve basic knit fold:

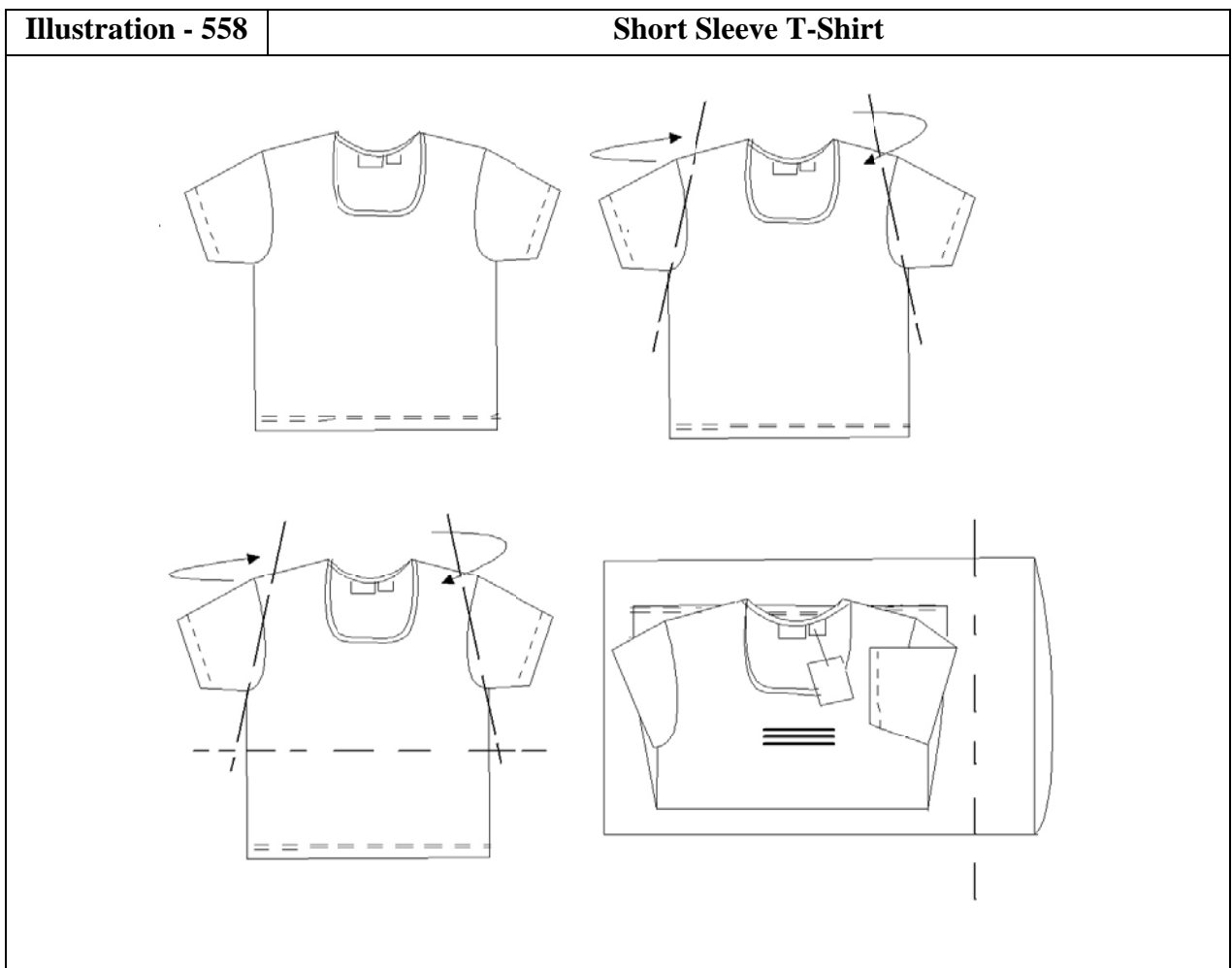
Step	Action
1	Fold the arms straight across back.
2	Fold the shirt side seams across back of shirt.
3	Fold the bottom edge of shirt about 2-inches from the bottom.
4	Fold the shirt in half.



## Method 2C - Short Sleeve T-Shirt

**Procedure** Comply with the following steps to fold a short sleeve t-shirt:

Step	Action
1	Fold left sleeve towards CF.
2	Fold right sleeve towards CB.
3	Fold in half horizontally.
4	Same as 2A.



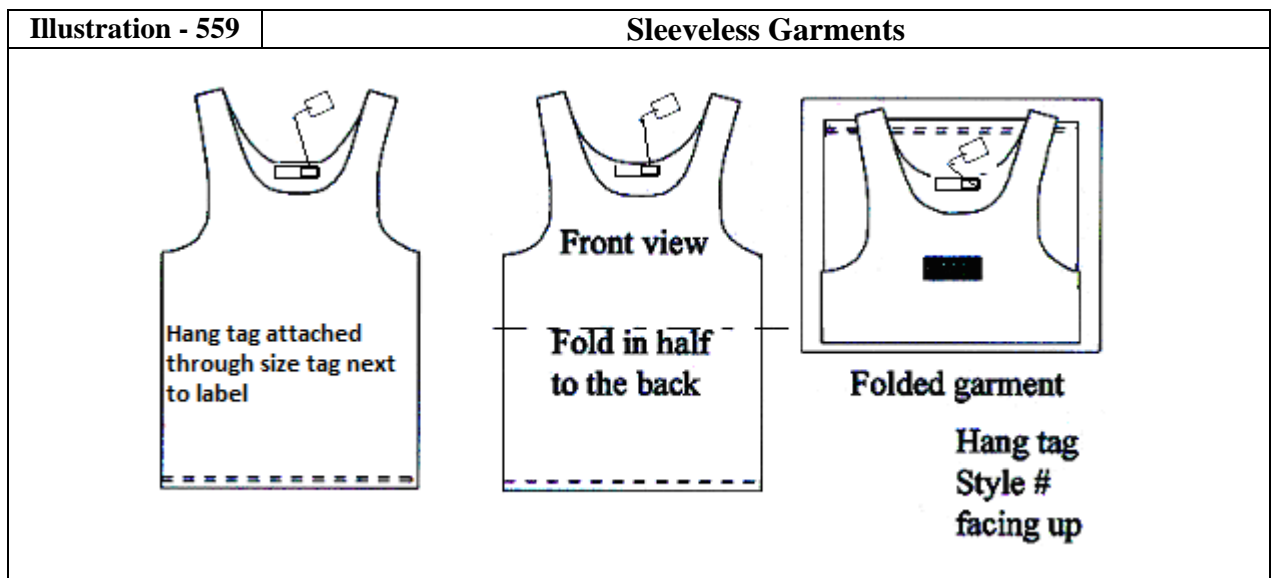
## Method 3A - Sleeveless Garments

**Description** This procedure includes the following types of garments:

- Tops
- Bodysuits
- Swimwear
- Sweaters
- Vests.

**Procedure** Comply with the following steps to fold a sleeveless garment:

Step	Action
1	Fold in half towards the back.

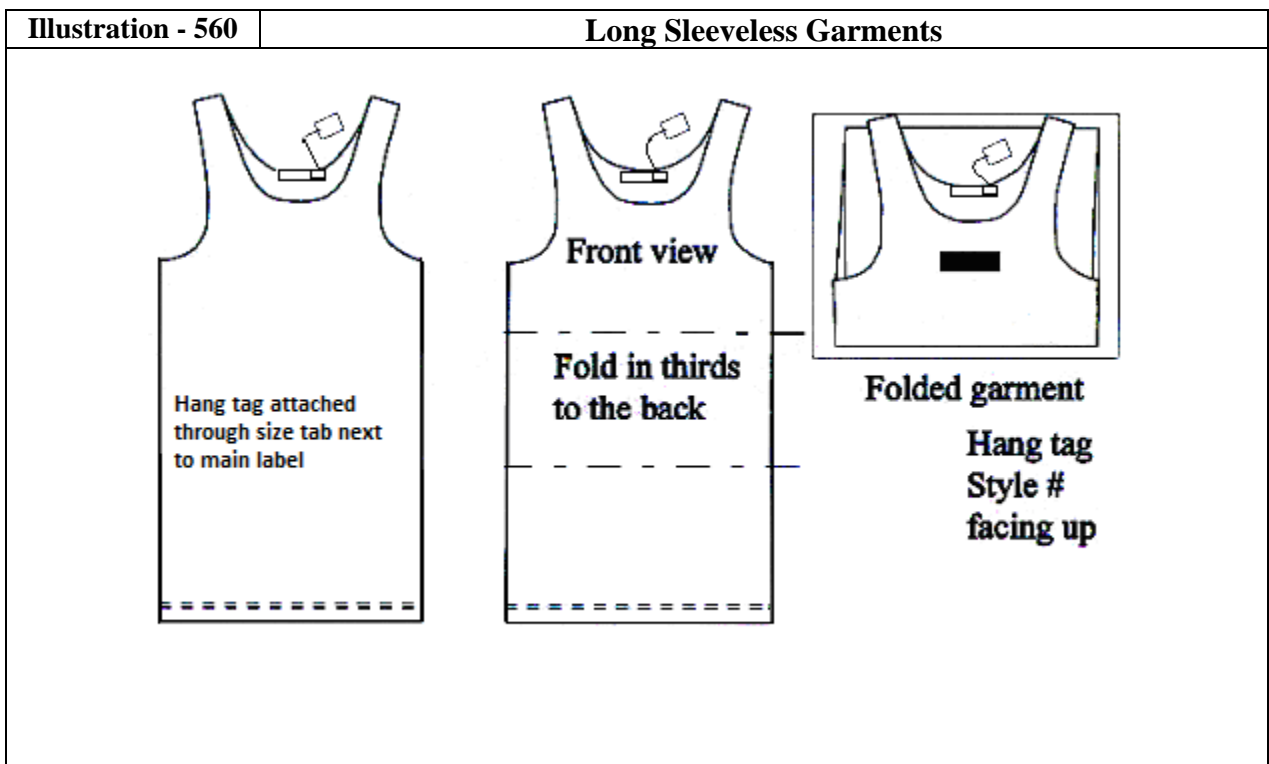


## Method 3B - Long Sleeveless Garments

<b>Description</b>	This procedure includes the following types of garments:  Tops Bodysuits Swimwear Sweaters Vests (as tunics).
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**Procedure** Comply with the following steps to fold a long sleeveless garment:

Step	Action
1	Fold in thirds towards the back.

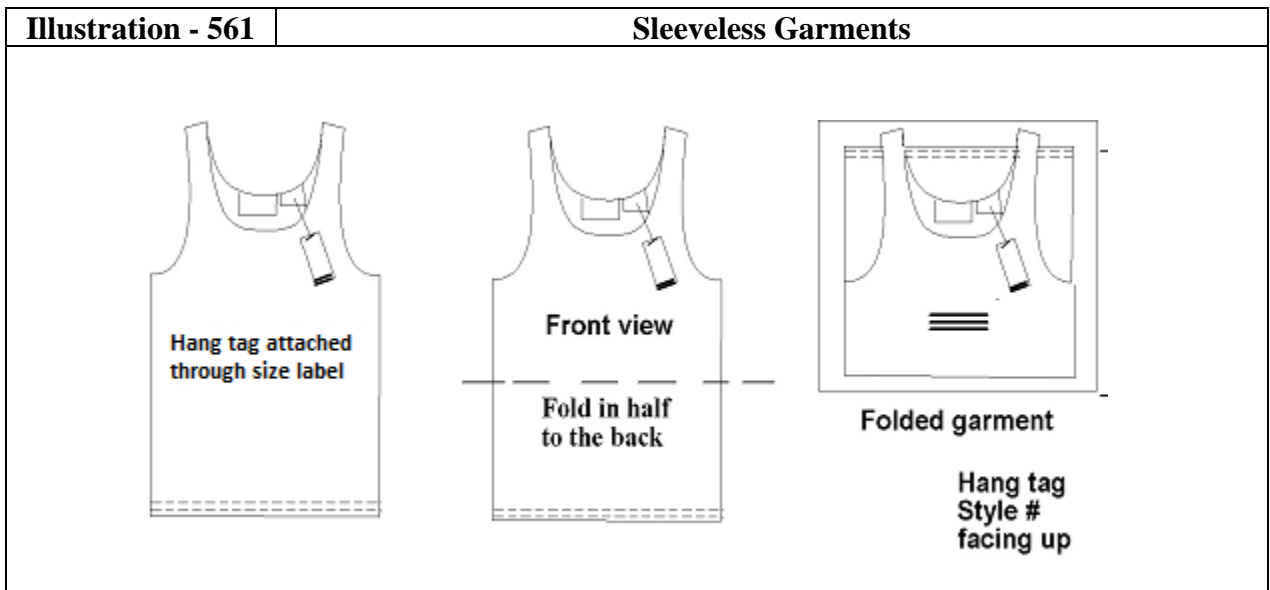


## Method 3C - Sleeveless Garments

<b>Description</b>	This procedure includes the following types of garments:  Tops Bodysuits Swimwear Sweaters Vests.
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**Procedure** Comply with the following steps to fold a sleeveless garment:

Step	Action
1	Fold in half towards the back.
2	Same as 3A.

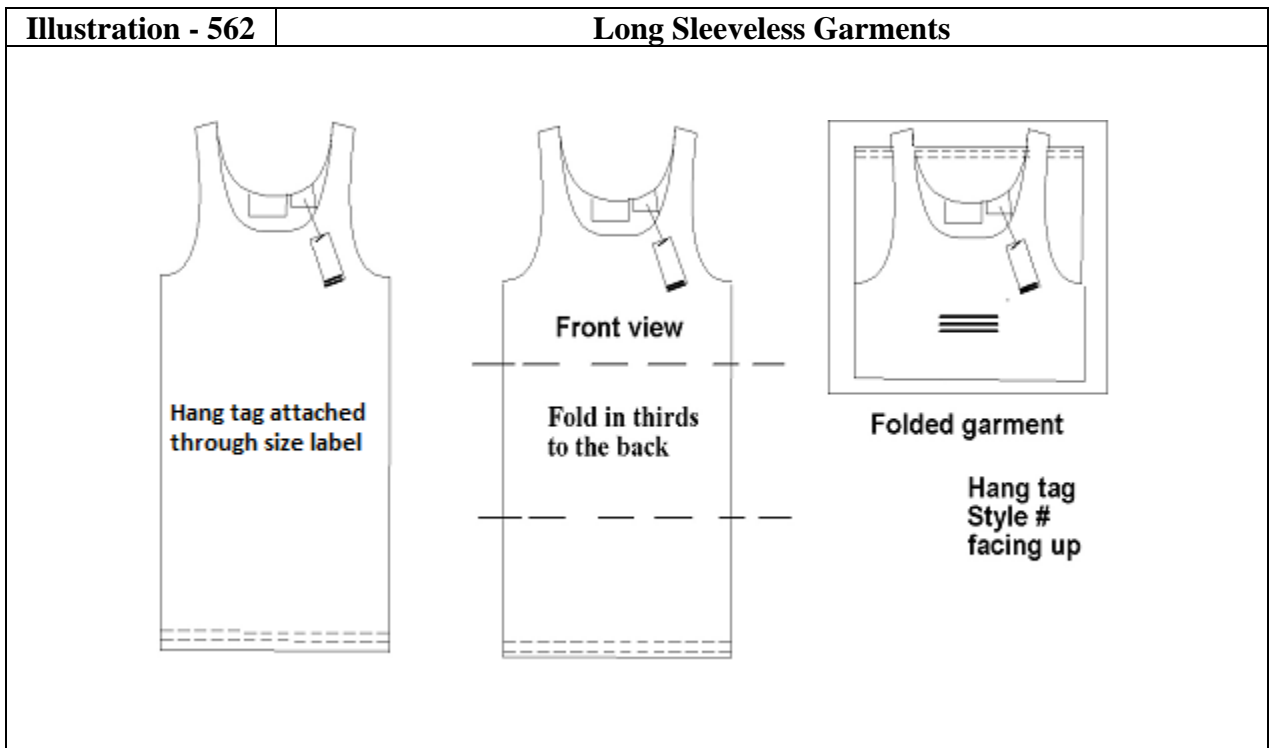


## Method 3D - Long Sleeveless Garments

<b>Description</b>	This procedure includes the following types of garments:  Tops Bodysuits Swimwear Sweaters Vests (as tunics).
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**Procedure** Comply with the following steps to fold a long sleeveless garment:

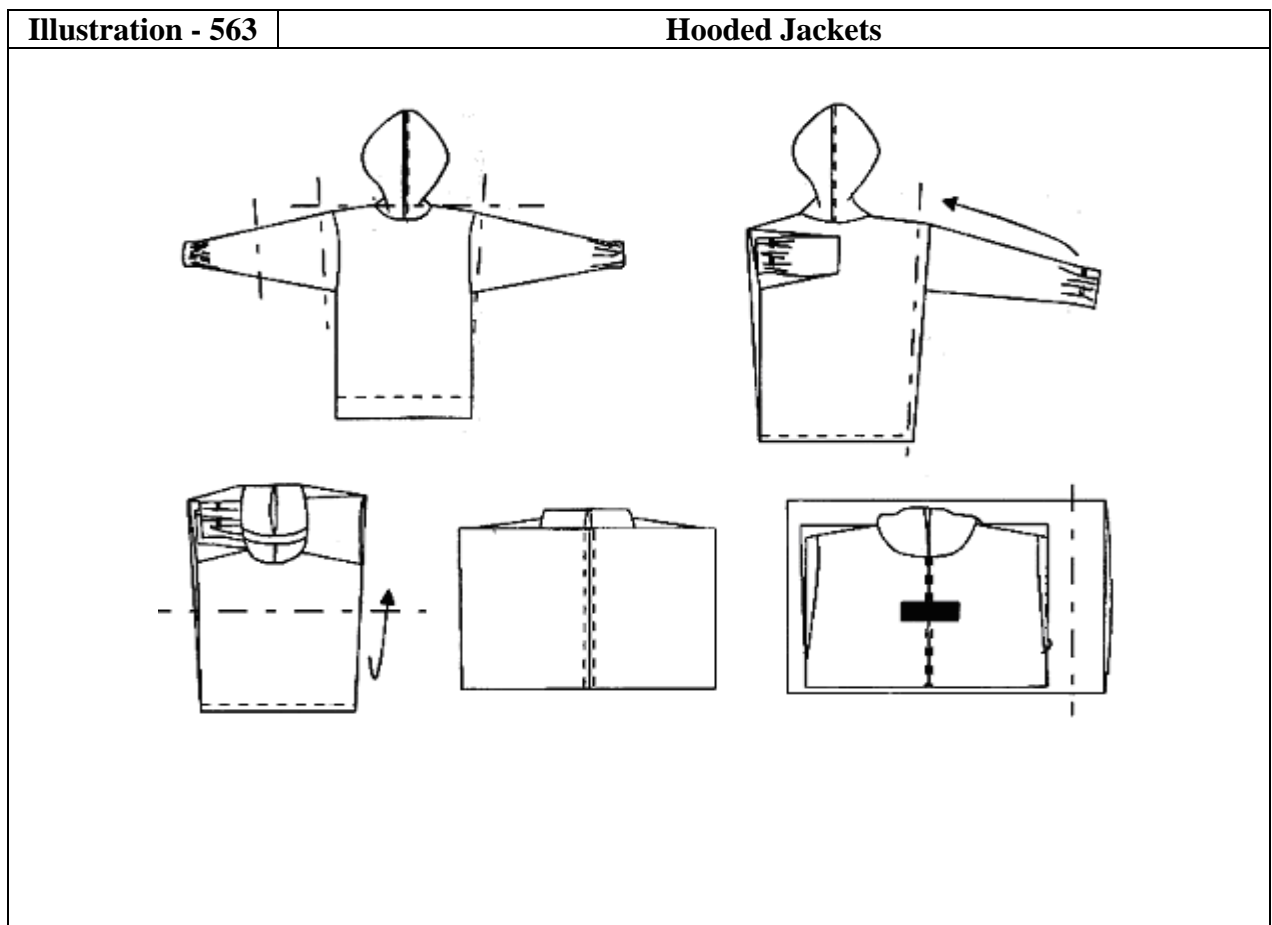
Step	Action
1	Fold in thirds towards the back.
2	Same as 3B.



## Method 10A - Hooded Jackets

**Procedure** Comply with the following steps to fold a hooded jackets:

Step	Action
1	Fold left sleeve in half – fold back to side seam.
2	Fold right sleeve back to meet left sleeve.
3	Fold hood down.
4	Fold in half.





## Folding Methods for Pants and Shorts

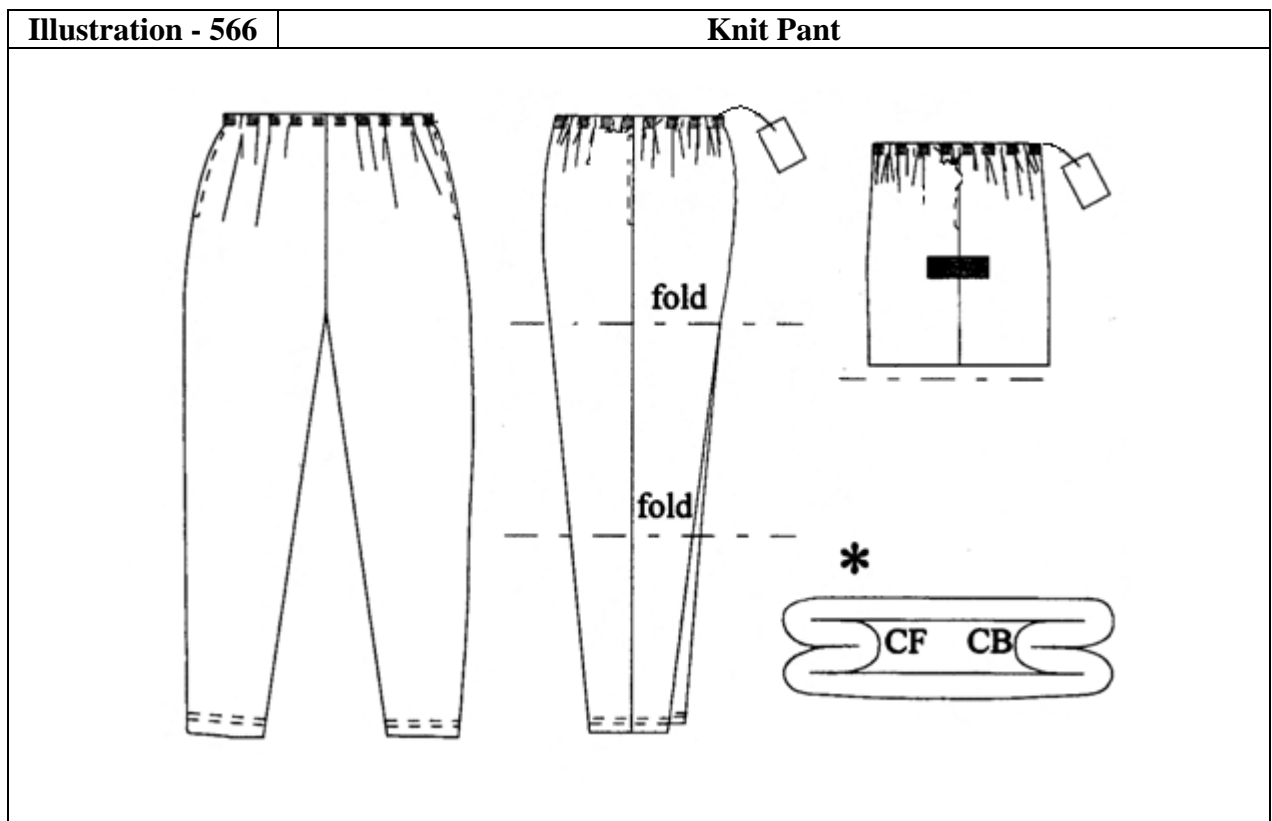
**Purpose** To ensure that garments are received floor ready.

<b>Method 4A - Woven Pant Folded Side to Side</b>	
<p>Illustration – 564</p> <ul style="list-style-type: none"> <li>• Close zipper and waist buttons.</li> <li>• Fold pant in half, with inseam to out seam keeping ends of waistband to inside of pant.</li> <li>• Fold leg in thirds – fold bottom edge to above knee and fold up to waist edge.</li> </ul>	
<b>Method 4B - Woven Pant Folded Front to Back</b>	
<p>Illustration - 565</p> <ul style="list-style-type: none"> <li>• Close zipper and waist buttons.</li> <li>• Fold pant front to back with fold at rise.</li> <li>• Fold leg in thirds – bottom edge to above knee and fold up to waist edge</li> </ul>	

## Method 4C - Knit Pant

**Procedure** Comply with the following steps to fold a knit pant:

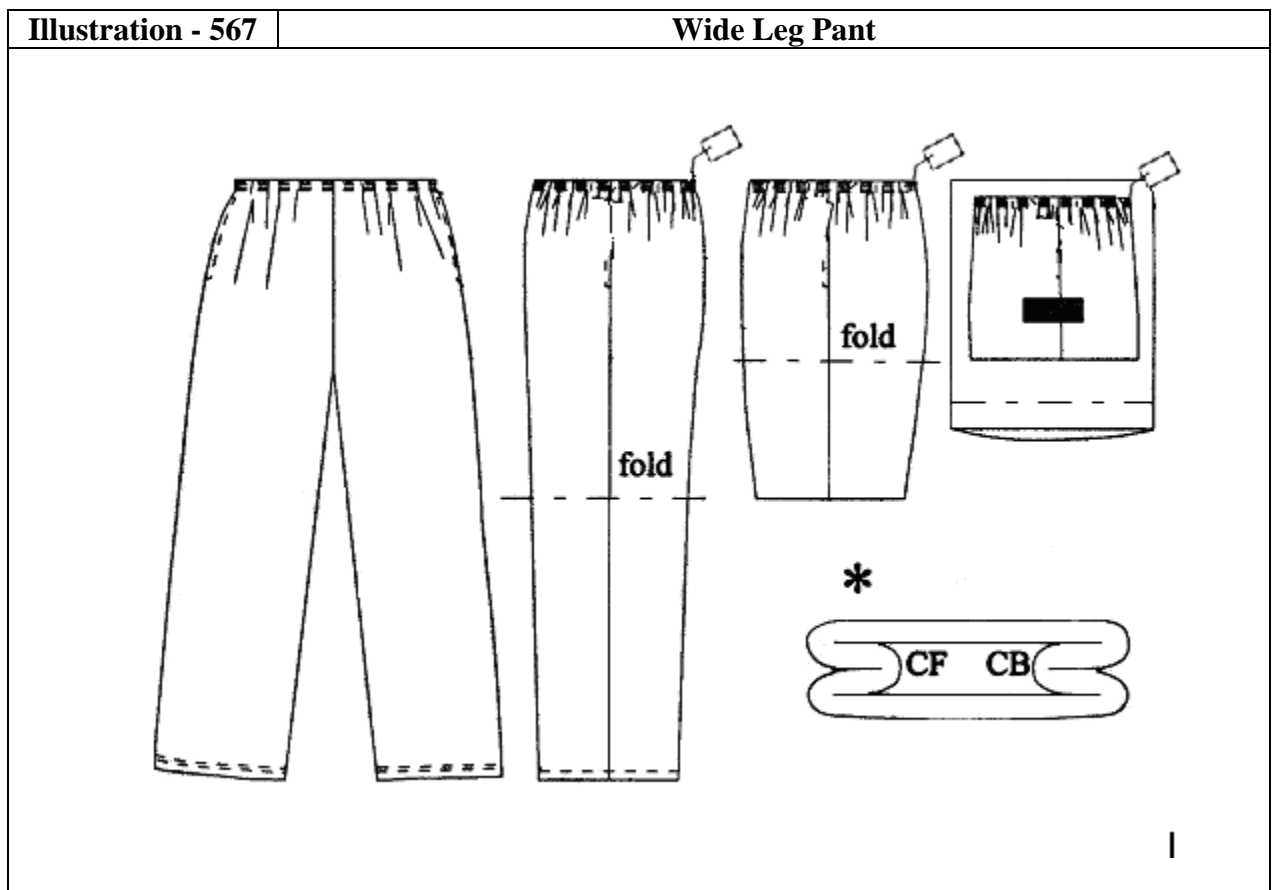
Step	Action
1	Fold in half keeping inseams and outseams together, (*be sure to invert Center Front and Center Back to allow for a smooth fold).
2	Fold in thirds lengthwise.
3	DO NOT Press fold in garment.



## Method 4D - Wide Leg Pant

**Procedure** Comply with the following steps to fold a wide leg pant:

Step	Action
1	Fold in half, keeping inseams together, (*be sure to invert Center Front and Center Back to allow for a smooth fold).
2	Fold in half lengthwise and again in half.
3	DO NOT Press fold in garment.



## Method 4E - Knit Pant

**Procedure** Comply with the following steps to fold a knit pant:

Step	Action
1	Fold in half keeping inseams and outseams together, (*be sure to invert Center Front and Center Back to allow for a smooth fold).
2	Fold in thirds lengthwise.
3	DO NOT Press fold in garment.

Illustration - 566	Knit Pant
	Same as 4C.

## Method 4F - Wide Leg Pant

**Procedure** Comply with the following steps to fold a wide leg pant:

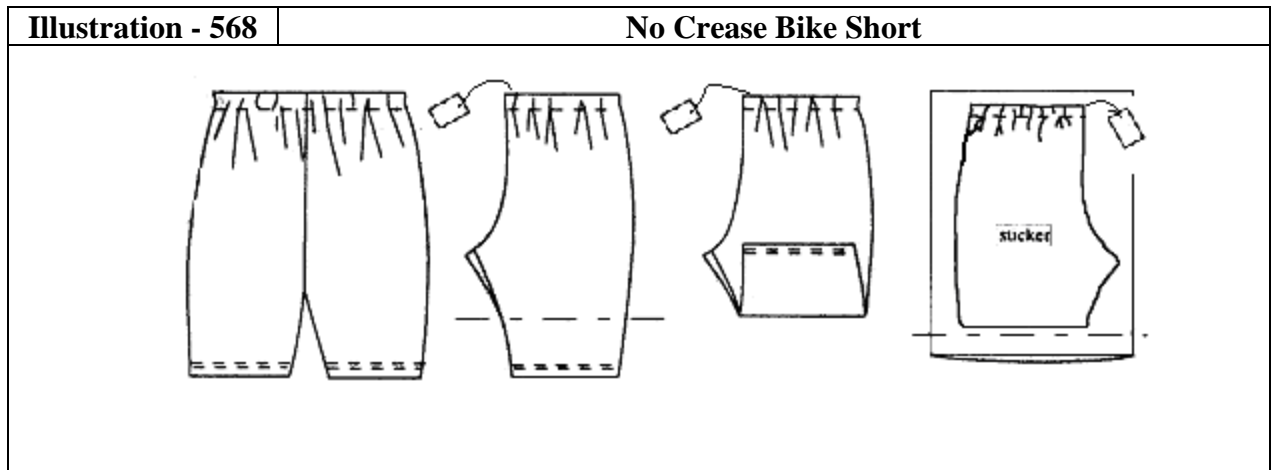
Step	Action
1	Fold in half, keeping inseams together, (*be sure to invert Center Front and Center Back to allow for a smooth fold).
2	Fold in half lengthwise and again in half.
3	DO NOT Press fold in garment.

Illustration - 567	Wide Leg Pant
	Same as 4D.

## Method 5A - No Crease Bike Short

**Procedure** Comply with the following steps to fold a no crease bike short:

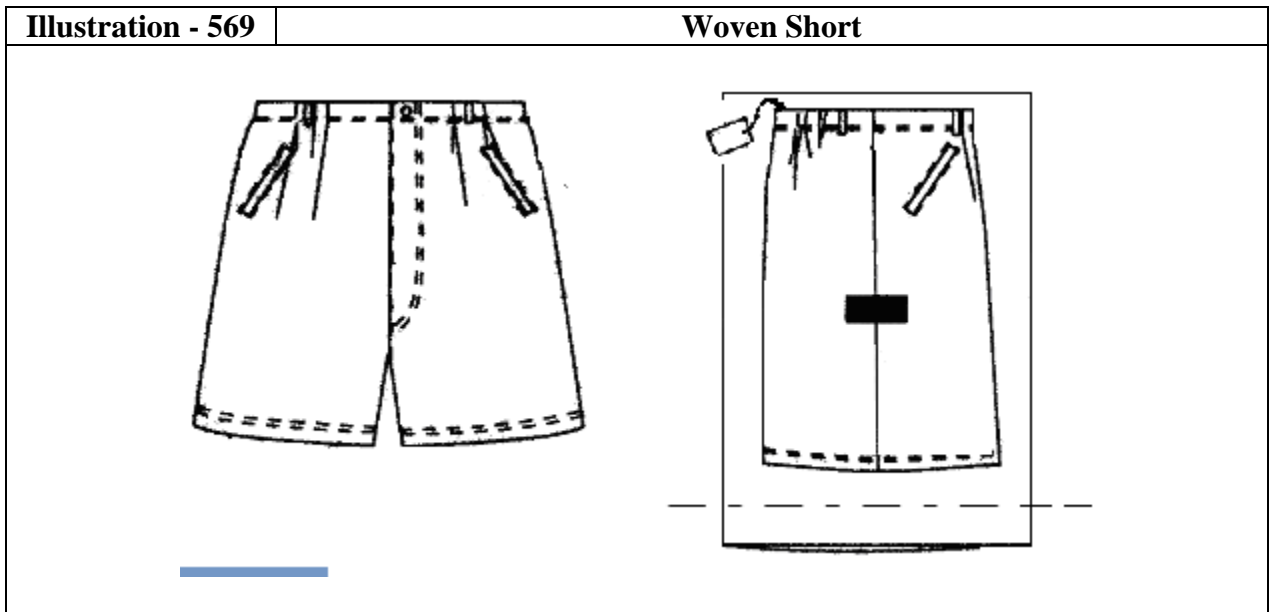
Step	Action
1	Fold short in half along rises, back to back.
2	Fold leg up.



## Method 5B - Woven Short

**Procedure** Comply with the following steps to fold a woven short:

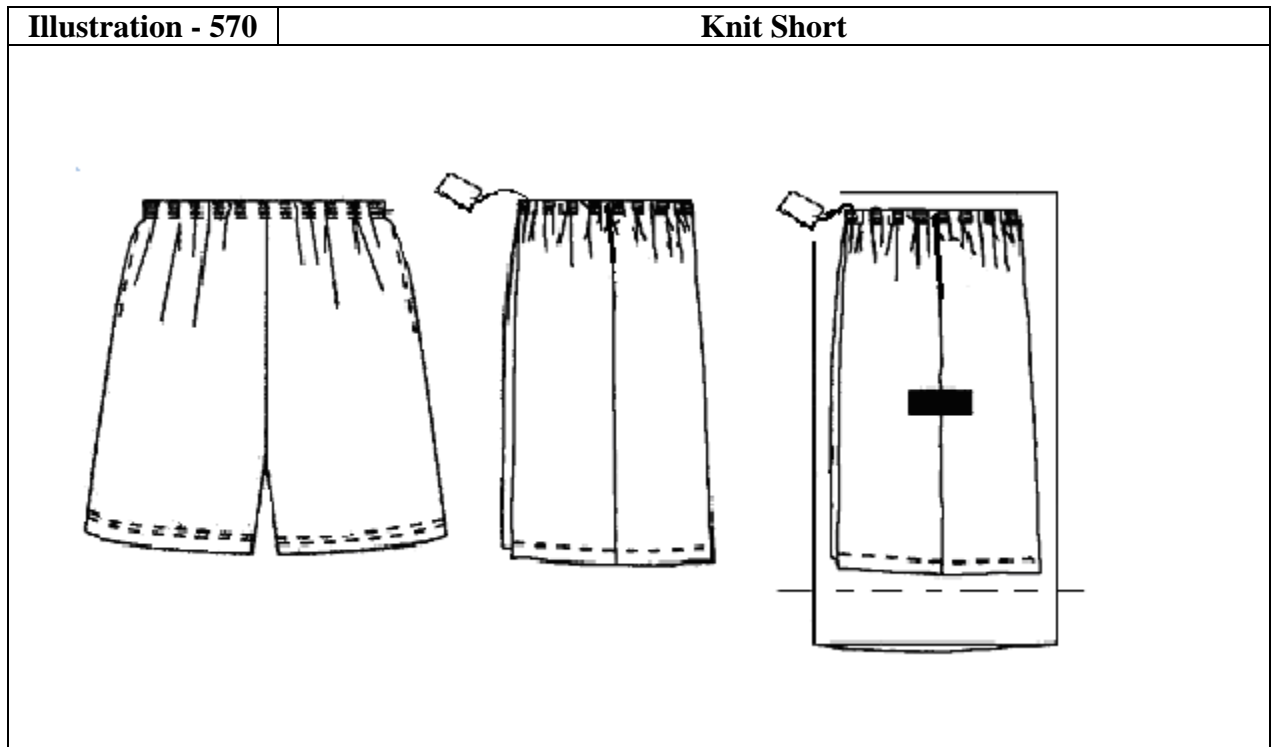
Step	Action
1	Close zipper and waist buttons.
2	Fold short in half with inseam-to-inseam keeping ends of waistband to the inside of short.



## Method 5C - Knit Short

**Procedure** Comply with the following steps to fold a knit short:

Step	Action
1	Fold in half, keeping inseams together, (be sure to invert Center Front and Center Back to allow for a smooth fold).
2	DO NOT Press fold in garment.





## Method 5D - No Crease Bike Short

**Procedure** Comply with the following steps to fold a no crease bike short:

Step	Action
1	Fold short in half along rises, back to back.
2	Fold leg up.

Illustration - 568	No Crease Bike Short
	Same as 5A.

## Method 5E - Knit Short

**Procedure** Comply with the following steps to fold a knit short:

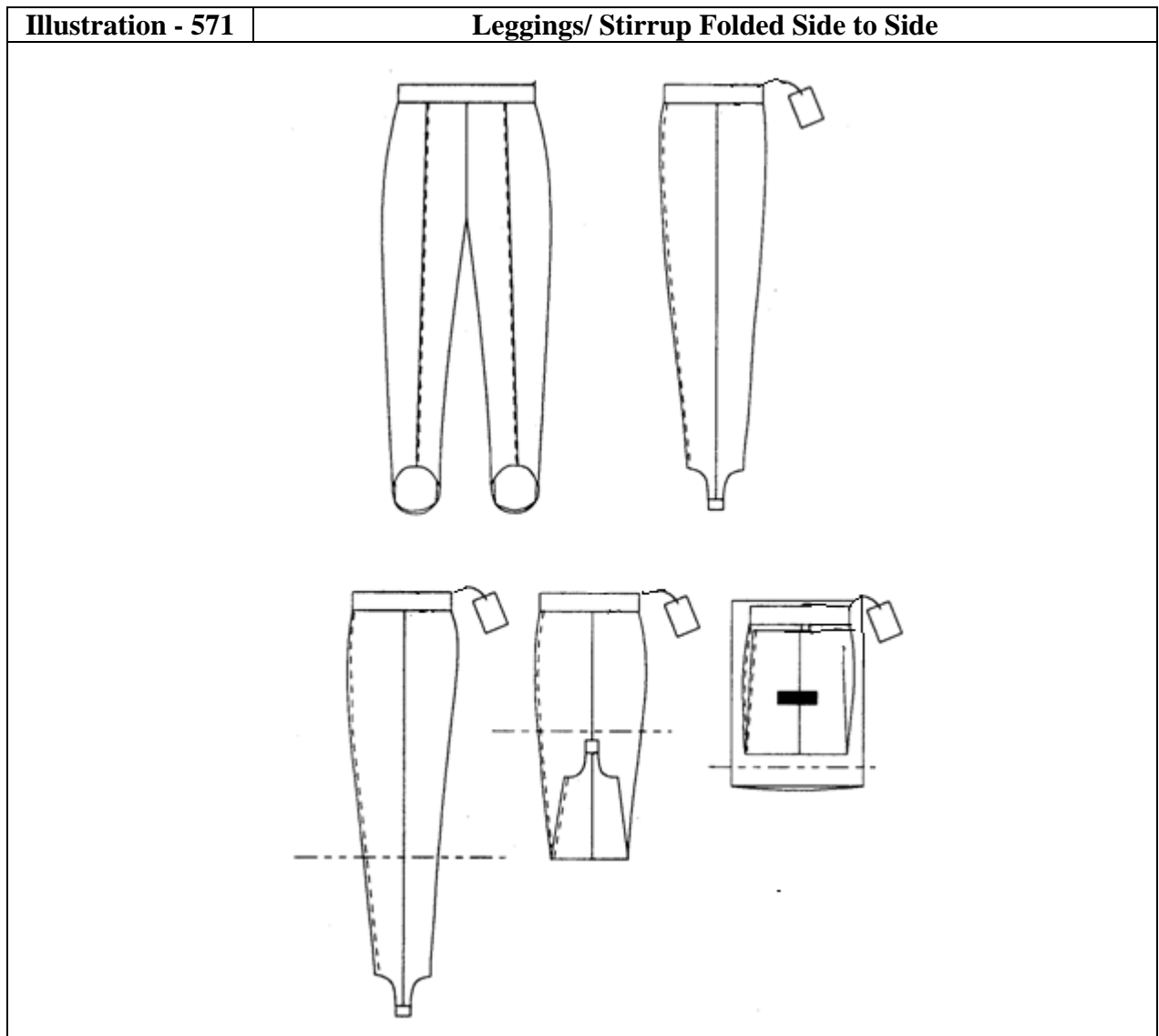
Step	Action
1	Fold in half, keeping inseams together, (be sure to invert Center Front and Center Back to allow for a smooth fold).
2	DO NOT Press fold in garment.

Illustration - 570	Knit Short
	Same as 5C.

## Method 9A - Leggings/Stirrup Folded Side to Side

**Procedure** Comply with the following steps to fold a leggings/stirrup folded side to side:

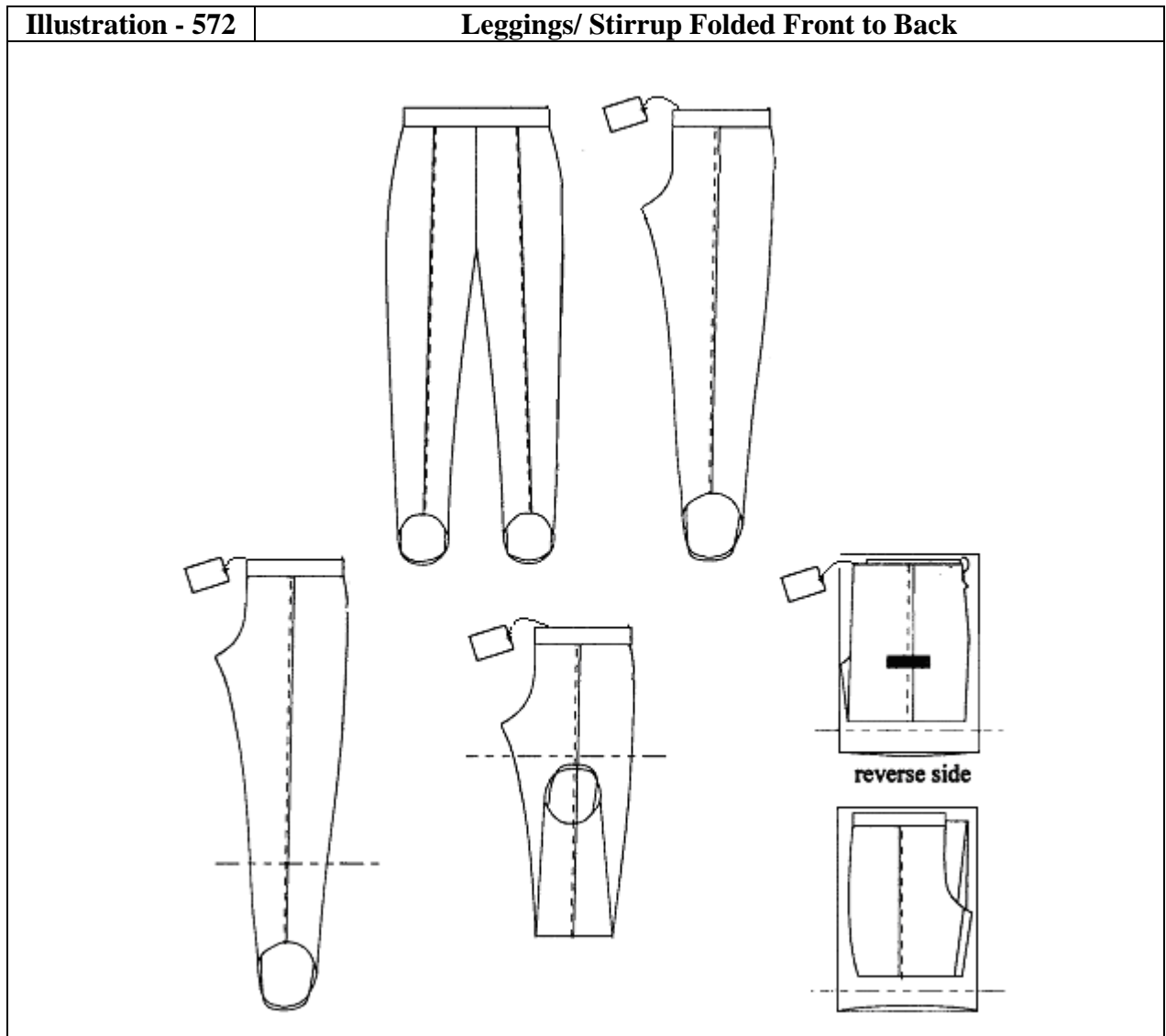
Step	Action
1	Hangtag is attached to seam allowance.
2	Fold pant with Center Front and Center Back seams along fold.
3	Fold along dotted line.
4	Fold again along dotted line.



## Method 9B - Leggings/Stirrup Folded Front to Back

**Procedure** Comply with the following steps to fold a leggings/stirrup folded front to back:

Step	Action
1	Hangtag is attached to seam allowance.
2	Fold pant in half at center with side seam to side seam



## Method 9D - Leggings/Stirrup Folded Front to Back

**Procedure** Comply with the following steps to fold a leggings/stirrup folded front to back:

Step	Action
1	Hangtag is attached to seam allowance.
2	Fold pant in half at center with side seam to side seam

<b>Illustration - 572</b>	<b>Leggings/ Stirrup Folded Front to Back</b>
	Same as 9B.

## Folding Methods for Skirts

**Purpose** To ensure that garments are received floor ready.

**Description** This section describes how to fold skirts with the least amount of creases.

### Method 6A - Short or Long Skirt Folded Side to Side

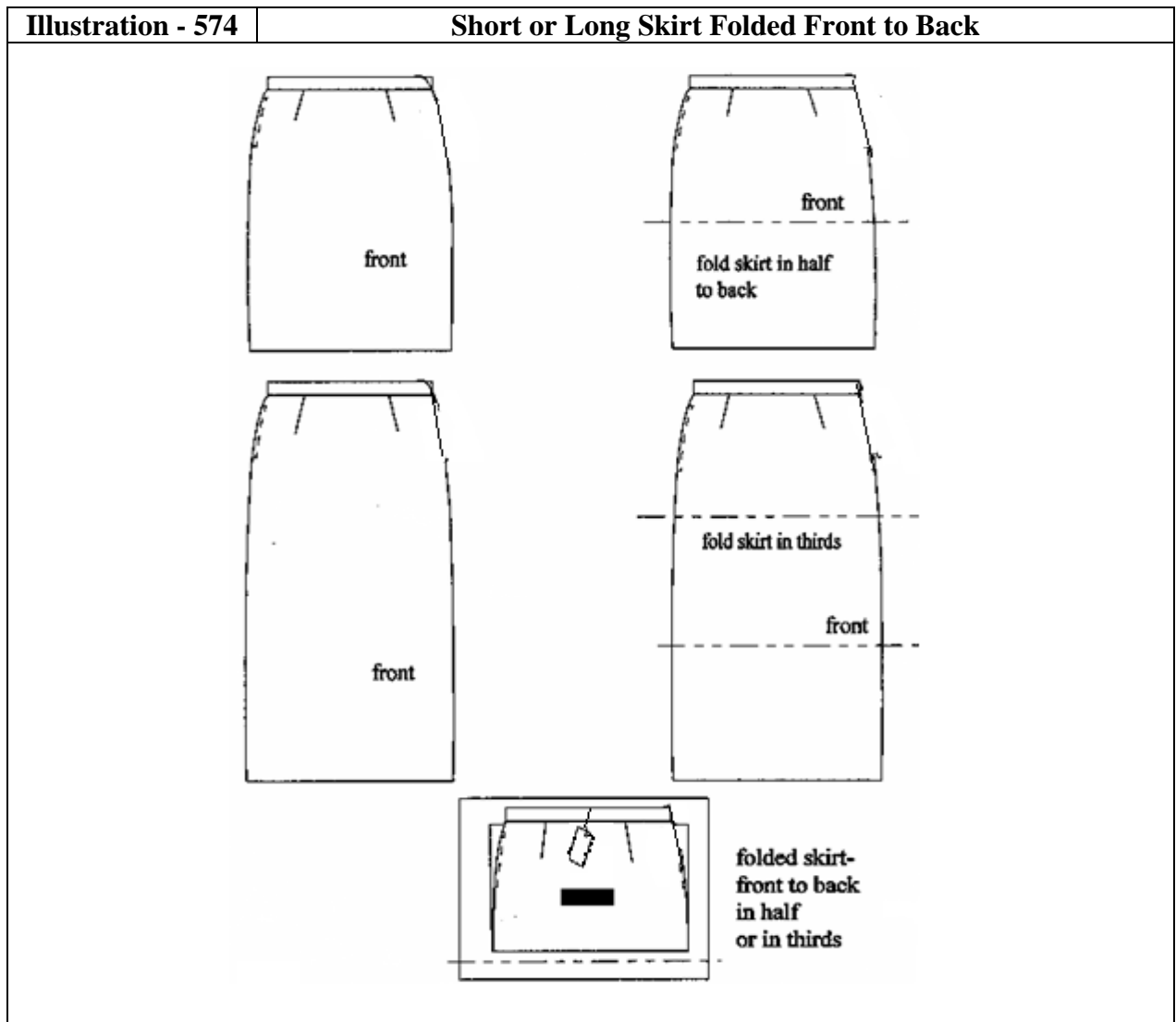
**Procedure** Comply with the following steps to fold a short or long skirt folded side to side:

Step	Action
1	Close zipper and waist buttons.
2	Lay skirt side to side.
3	Fold short skirt in half bringing hem to waist.
4	Fold long skirt into thirds.

## Method 6B - Short or Long Skirt Folded Front to Back

**Procedure** Comply with the following steps to fold a short or long skirt folded front to back:

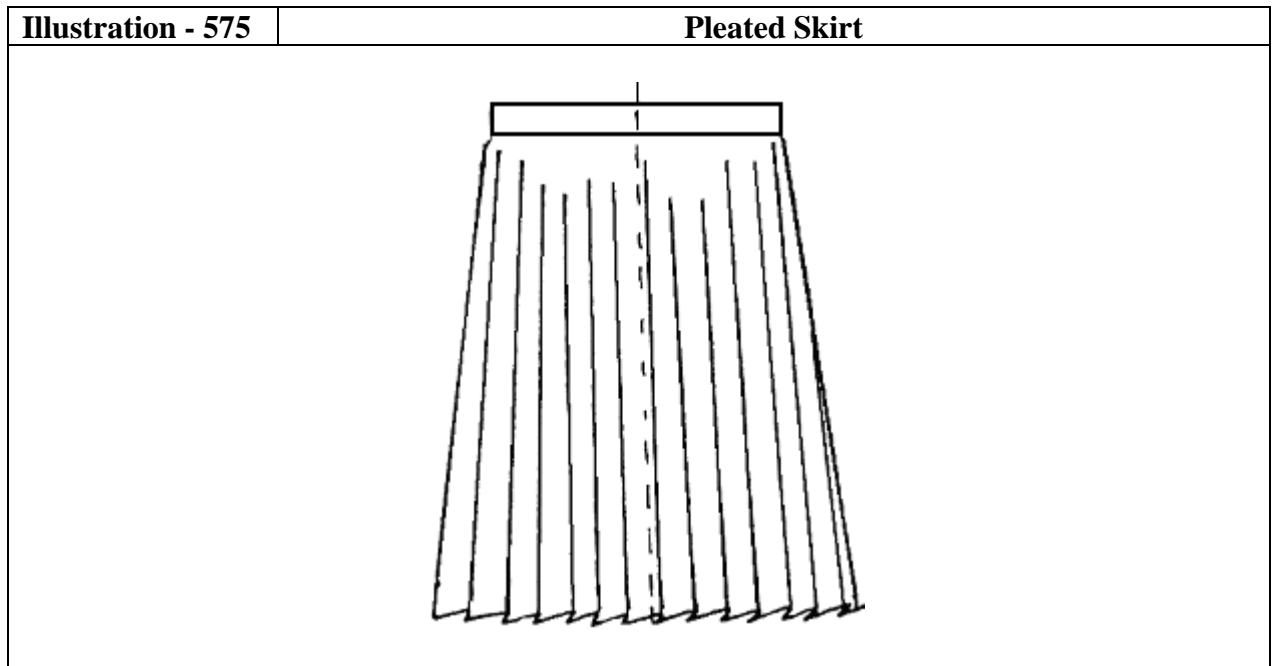
Step	Action
1	Close zipper and waist buttons.
2	Lay skirt flat – front to back.
3	Fold short skirt in half bringing hem to waist.
4	Fold long skirt into thirds.



## Method 6C - Pleated Skirt

**Procedure** Comply with the following steps to fold a pleated skirt:

Step	Action
1	Packed in full length and width.
2	If fold is necessary, only one fold at center is acceptable for pleated skirt.

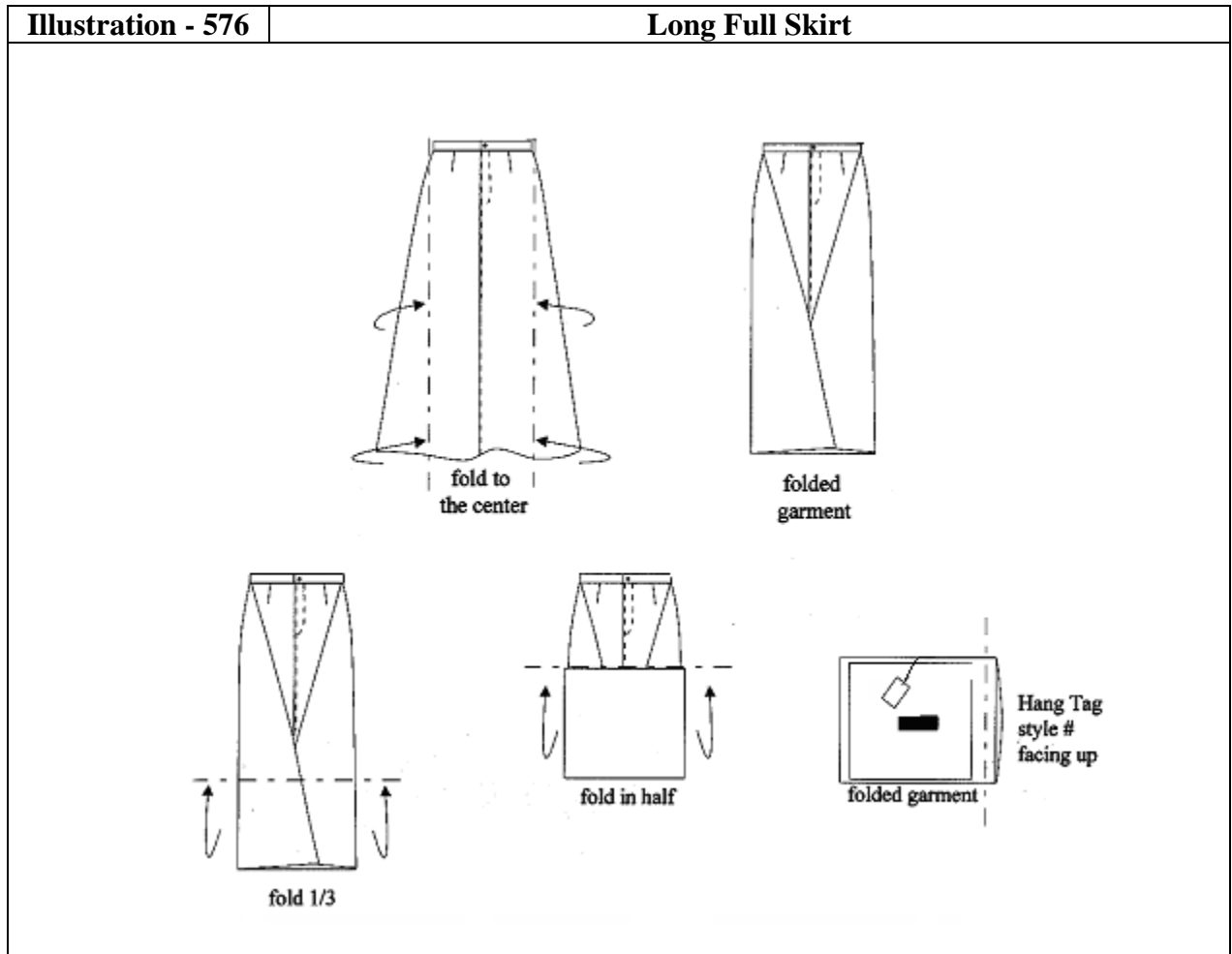




## Method 7A - Long Full Skirt

**Procedure** Comply with the following steps to fold a long full skirt:

Step	Action
1	Fold flares of skirt toward Center Fold.
2	Fold one third.
3	Fold in half bringing hem up to waist.



## Folding Methods for Dresses

**Purpose** To ensure that garments are received floor ready.

**Description** This section describes how to fold dresses with the least amount of creases.

### Method 8A - Long Sleeve Full Skirt Dress

**Procedure** Comply with the following steps to fold a long sleeve full skirt dress:

Step	Action
1	With dress laid flat, fold skirt sides toward center back.
2	Fold left sleeve back.
3	Fold right sleeve over left sleeve with hangtag going toward front.
4	Fold dress into thirds.
<b>Illustration - 577</b>	<b>Long Sleeve Full Skirt Dress</b>
v	

## Method 8B - Short Sleeve Full Skirt Dress

**Procedure** Comply with the following steps to fold a short sleeve full skirt dress:

Step	Action
1	With dress laid flat, fold skirt sides toward center back.
2	Fold right sleeve back, fold left sleeve forward.
3	Fold dress into thirds.

