

# Quality Assurance

## Apparel Folding Requirements

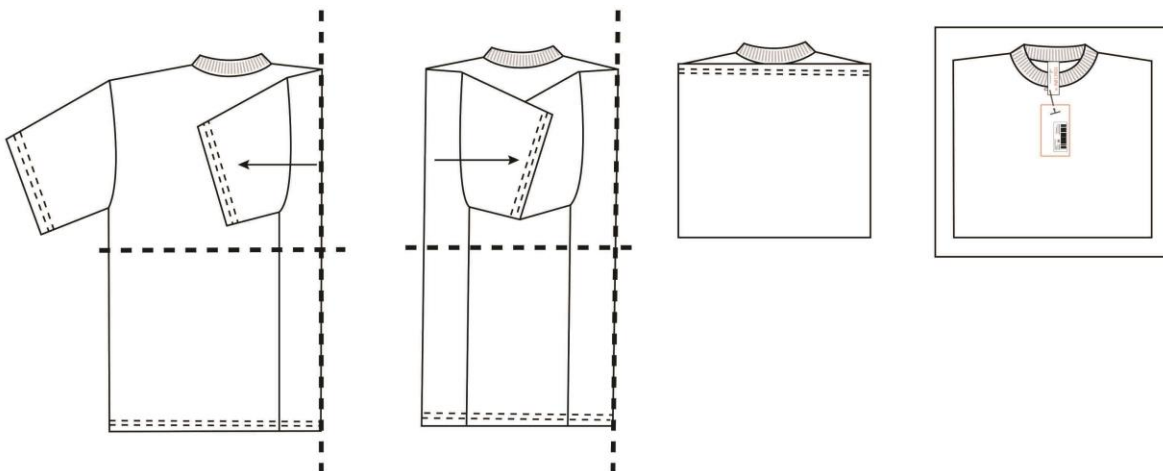
- It is critical for the price on the price ticket to be visible for Distribution Centre scanning purposes.
- ***To note that some divisions require the price ticket to be attached through the brand label, and other at the underarm or sleeve opening, or 3<sup>rd</sup> button. To note that the price must still be visible for DC scanning purposes.***
- The below are examples of folding instructions. The relevant Buyer and/or Technologist will advise should an alternative folding method be required at brief and/or sample approval stage.
- Branded packaging requirements will be supplied by the relevant buyer.
- Polybags must be sealed securely so that merchandise remains in the polybag at all times.

## TOPS

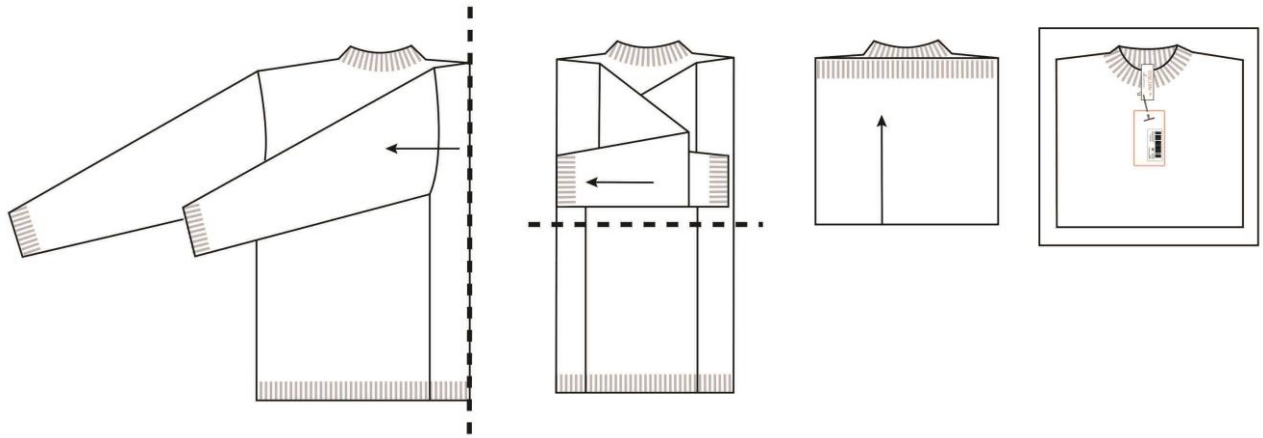
### Folding Instructions

1. All closures must be buttoned, zipped, snapped, tied, etc
2. Do not use pins.
3. Place the garment face down.
4. Poloneck/cowlneck: fold collar down toward the front of the garment. Ignore for other product.
5. Fold the right side of the garment over on the fold line.
6. Fold the sleeve back and down to line up with the folded edge. (longsleeve)
7. Repeat steps for left side.
8. Fold bottom portion up to top shoulder fold line.  
(Exception: Fold in thirds if the item is too long to fold in half.)
9. Place the folded garment into the correct size polybag and seal the polybag.
10. The price on the swing ticket must always be visible for DC scanning purposes. The below is an example only. ***To note that some divisions require the price ticket to be attached through the brand label, and other at the underarm or sleeve opening, or 3<sup>d</sup> button.***  
***To note that the price must still be visible for DC scanning purposes.***

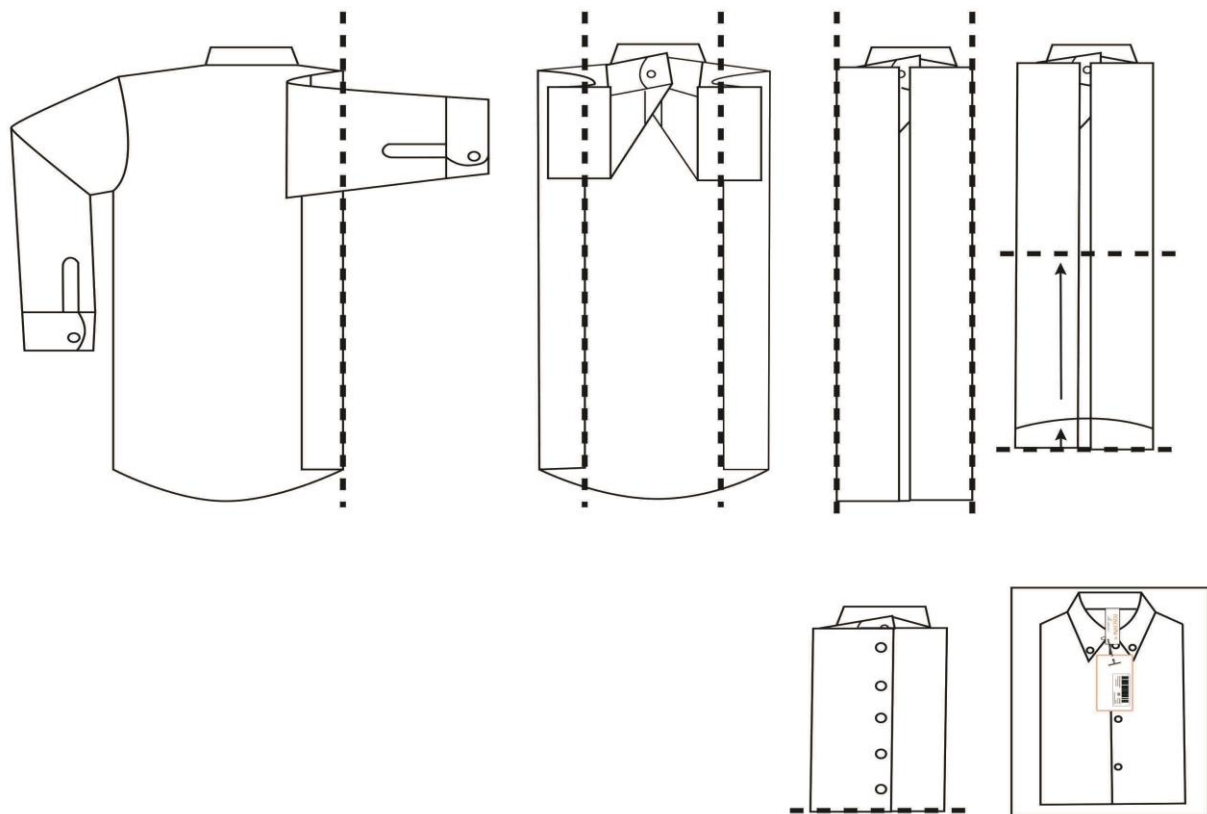
### Short sleeve top



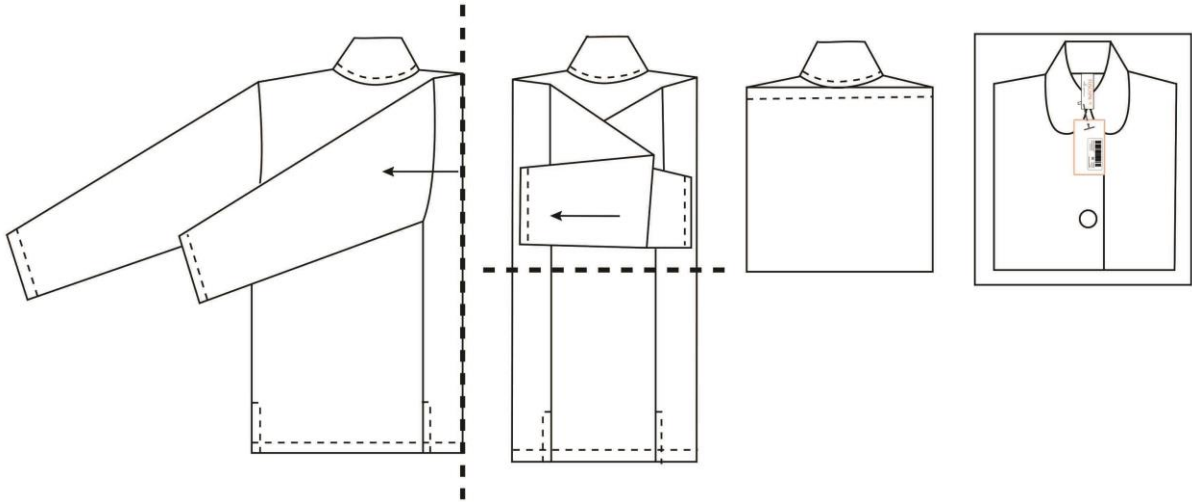
**Long sleeve top**



**Shirt/Blouse**



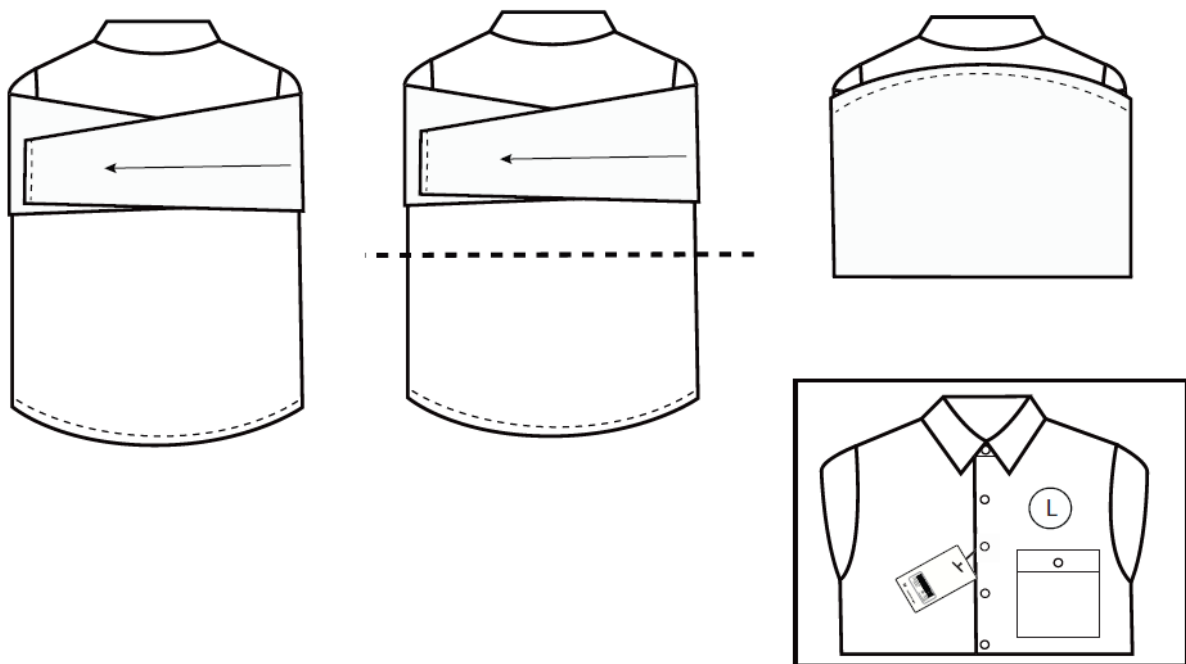
**Jacket**



## TOPS AND JACKETS

### “Dead-man” folding instructions (Markham)

1. All closures must be buttoned, zipped, snapped, tied, etc
2. Do not use pins.
3. Place the garment face down.
4. Fold the sleeves back
5. Fold bottom portion up to top shoulder fold line.
6. Place the folded garment into the correct size polybag and seal the polybag.
7. The price on the swing ticket must always be visible for DC scanning purposes. The below is an example only. ***To note that some divisions require the price ticket to be attached through the brand label, and other at the underarm or sleeve opening, or 3<sup>d</sup> button. To note that the price must still be visible for DC scanning purposes.***

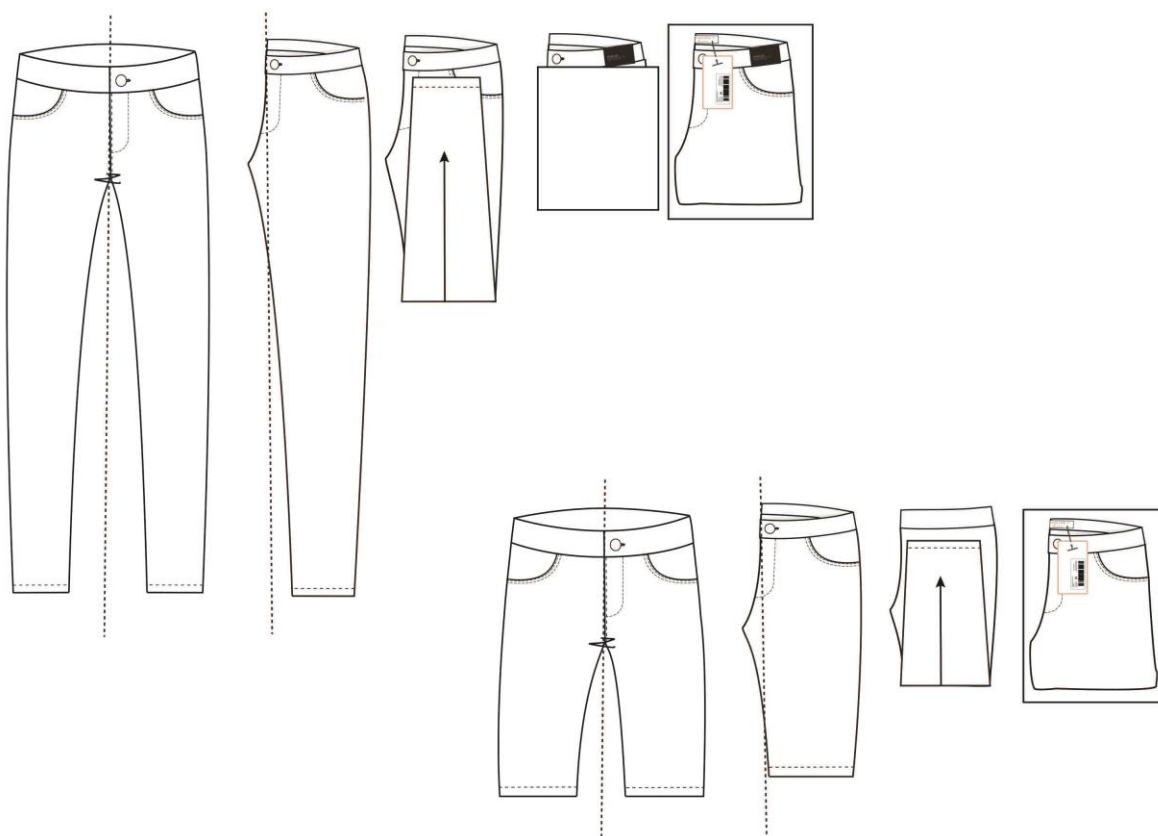


## BOTTOMS

### Folding Instructions

1. All closures must be buttoned, zipped, snapped, tied, belted etc
2. Do not use pins.
3. Fold garment in half.
4. If needed, fold back rise over and align pant/short to form a straight line.
5. Fold the legs up to the top of the back pocket or waistband.
6. Fold in half again (excl shorts)
7. Place the folded garment into the correct size polybag and seal the polybag.
8. The price on the swing ticket must always be visible for DC scanning purposes. The below is an example only. ***To note that some divisions require the price ticket to be attached through the brand label, and other at the underarm or sleeve opening, or 3<sup>rd</sup> button.***  
***To note that the price must still be visible for DC scanning purposes.***

### Pants and Shorts

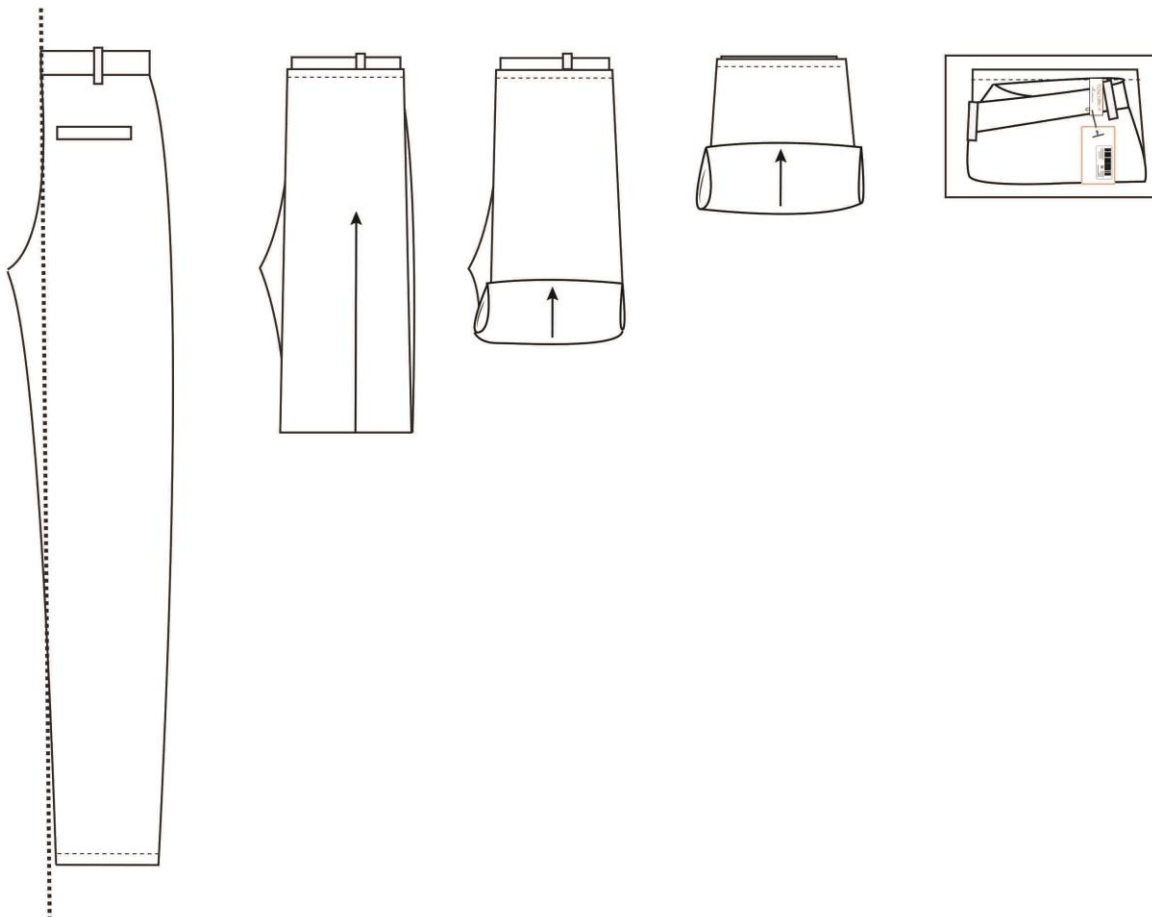


## PANTS: ROLL-PACK

\*Special folding requirements, i.e. Roll-pack, may be required for certain pants. The Technologist/Buyer will instruct this at sample approval stage.

### “Rolling” Instructions

1. All closures must be buttoned, zipped, snapped, tied, belted etc
2. Do not use pins.
3. Fold garment in half.
4. Fold the legs up to the top of the back pocket or waistband.
5. Roll the legs as instructed.
6. Place the folded garment into the correct size polybag and seal the polybag.
7. The price on the swing ticket must always be visible for DC scanning purposes. The below is an example only. ***To note that some divisions require the price ticket to be attached through the brand label, and other at the underarm or sleeve opening, or 3<sup>rd</sup> button.***  
***To note that the price must still be visible for DC scanning purposes.***

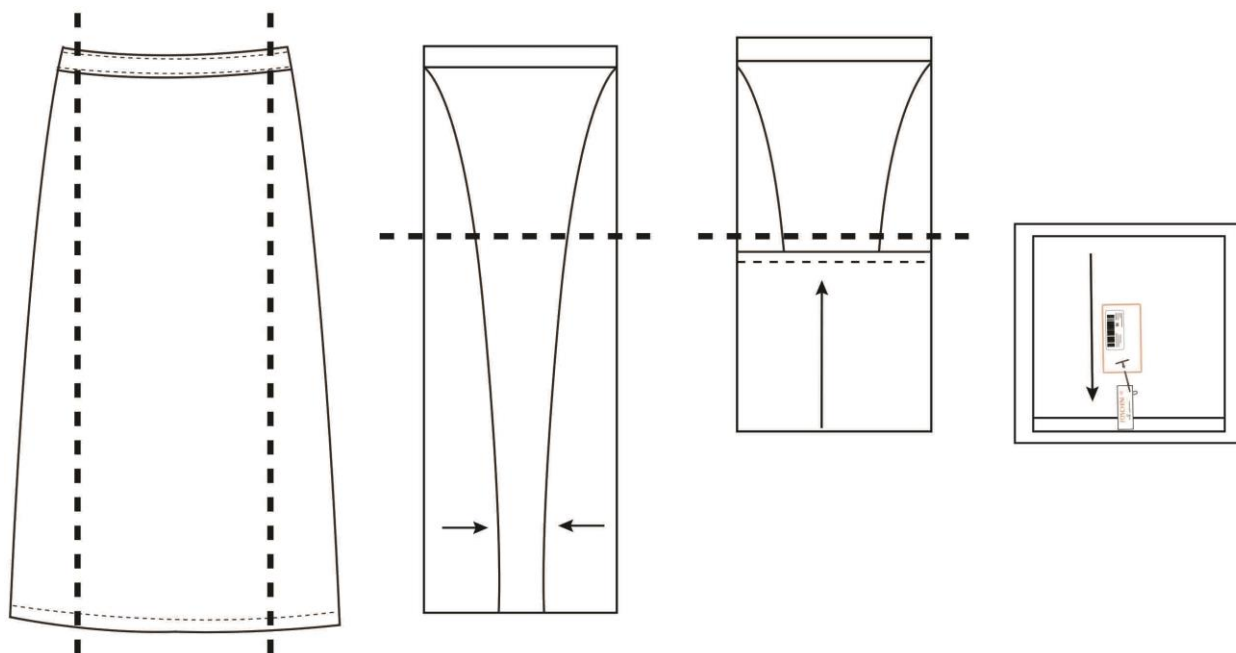


## SKIRTS

### Folding Instructions:

1. All closures must be buttoned, zipped, snapped, tied, belted, etc
2. Do not use pins.
3. Fold the right side over on the fold line. Fold the left side over on the fold line.
4. Fold the bottom of the skirt up on the fold line.
5. Fold the top of the skirt down on the fold line.
6. Place the folded garment into the correct size polybag and seal the polybag.
7. The price on the swing ticket must always be visible for DC scanning purposes. The below is an example only. **To note that some divisions require the price ticket to be attached through the brand label, and other at the underarm or sleeve opening, or 3<sup>rd</sup> button.**  
**To note that the price must still be visible for DC scanning purposes.**

\*Special folding requirements may be required for Crushed and pleated skirts (Technologist to instruct at sample approval stage)



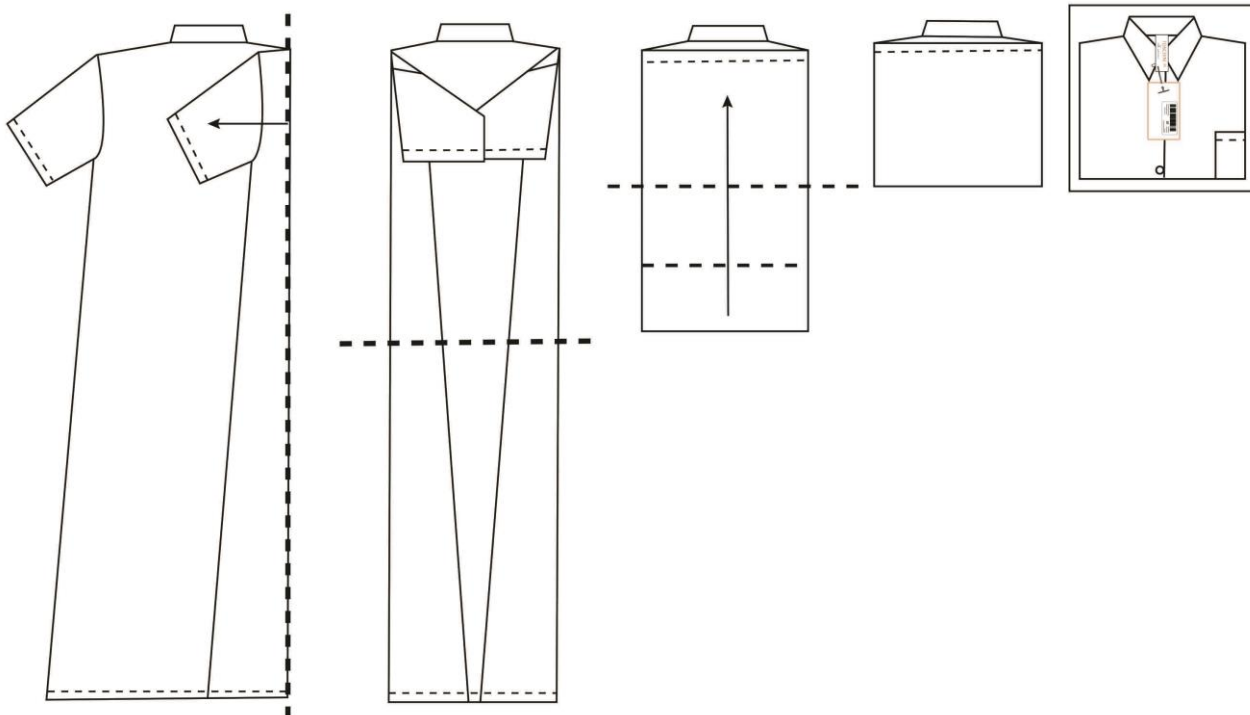


## DRESSES/TUNICS

### Folding Instructions:

1. All closures must be buttoned, zipped, snapped, tied, belted, etc
2. Do not use pins.
3. Fold the right side over on the fold line. Fold the left side over on the fold line.
4. Fold the garment in half by bringing the bottom of the dress up to the top of the dress and then folding in half again.
5. Place the folded garment into the correct size polybag and seal the polybag.
6. The price on the swing ticket must always be visible for DC scanning purposes. The below is an example only. **To note that some divisions require the price ticket to be attached through the brand label, and other at the underarm or sleeve opening, or 3<sup>rd</sup> button.**  
**To note that the price must still be visible for DC scanning purposes.**

\*Special folding requirements may be required for Crushed and pleated dresses (Technologist to instruct at sample approval stage)



## BODYWEAR

### PAJAMA SET

#### Folding Instructions:

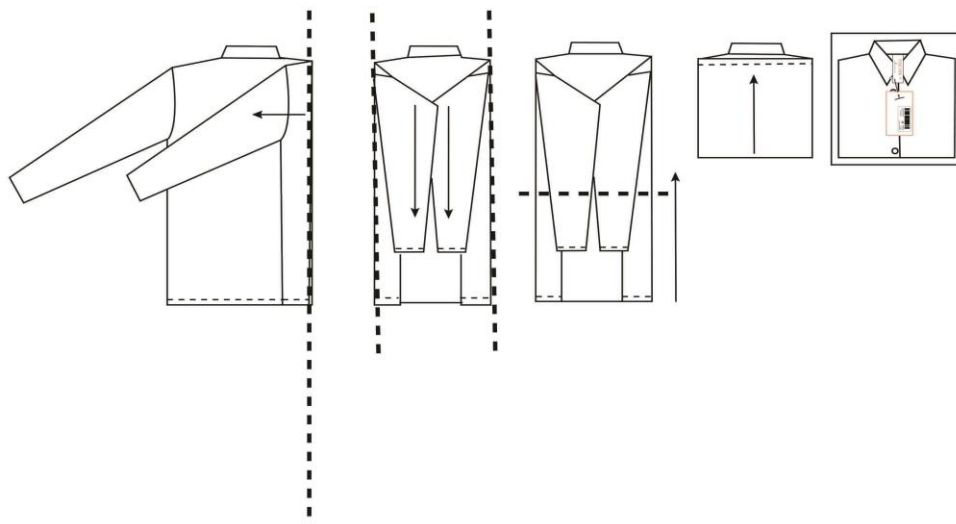
1. All closures must be buttoned, zipped, snapped, tied, etc
2. Do not use pins.
3. Each unit to be folded separately and then placed together in the same plastic bag, with the price ticket being visible on both sides of the plastic bag (top vs bottom).

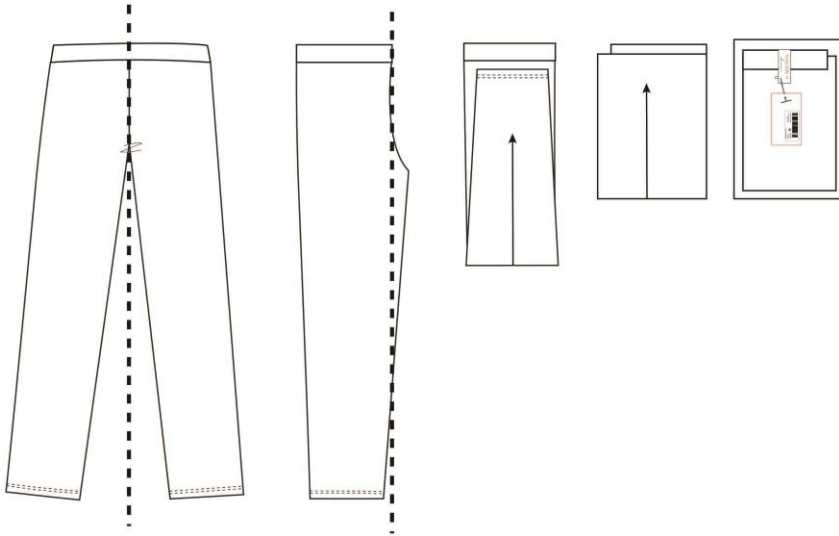
#### TOP

4. Place the top face down.
5. Fold the right side of the garment over on the fold line.
6. Fold the sleeve back and down to line up with the folded edge. (longsleeve)
7. Repeat steps for left side.
8. Fold bottom portion up to top shoulder fold line.

#### BOTTOM

9. Fold garment in half.
10. Fold the legs up to the top of the back pocket or waistband.
11. Fold in half again (excl shorts)
12. Place the folded garment into the correct size polybag and seal the polybag.
13. The price on the swing ticket must always be visible for DC scanning purposes. The below is an example only. ***To note that some divisions require the price ticket to be attached through the brand label, and other at the underarm or sleeve opening, or 3<sup>rd</sup> button.***  
***To note that the price must still be visible for DC scanning purposes.***

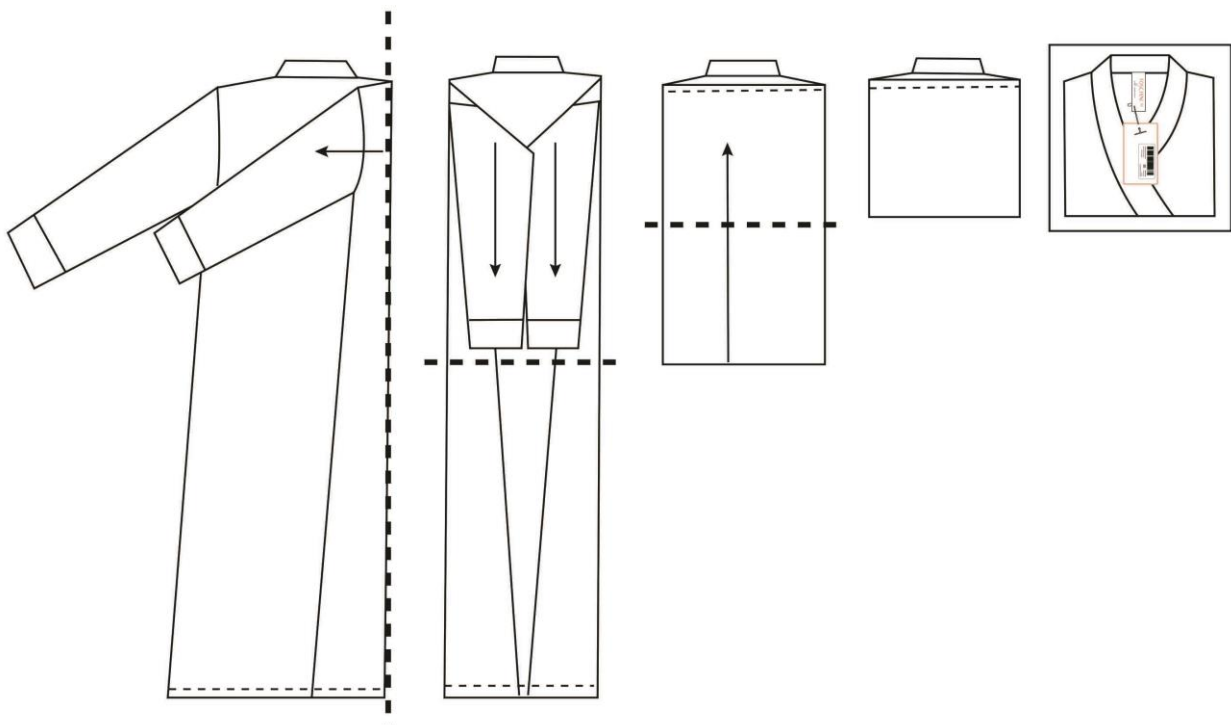




## GOWN

### Folding Instructions:

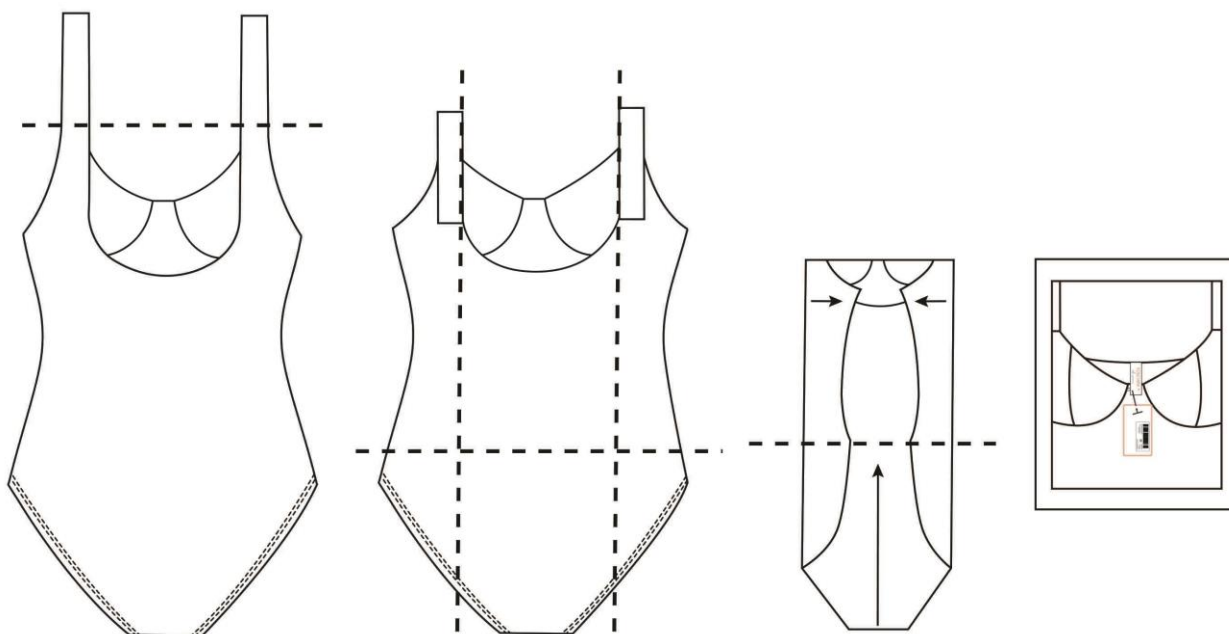
1. All closures must be buttoned, zipped, snapped, tied, etc
2. Do not use pins.
3. Fold the right sleeve over on the fold line.
4. Fold remaining portion back across center.
5. Repeat for the left side.
6. Fold in half by bringing the bottom of the robe to the top. Fold in half again.
7. Place the folded garment into the correct size polybag and seal the polybag.
8. The price on the swing ticket must always be visible for DC scanning purposes. The below is an example only. ***To note that some divisions require the price ticket to be attached through the brand label, and other at the underarm or sleeve opening, or 3<sup>rd</sup> button.***  
***To note that the price must still be visible for DC scanning purposes.***



## FEMALE SWIMWEAR

### Folding Instructions:

1. All closures must be buttoned, zipped, snapped, tied, etc
2. Do not use pins.
3. Place garment face down.
4. Fold down straps. Fold in left and right sides.
5. Fold bottom section up.
6. The price on the swing ticket must always be visible for DC scanning purposes. The below is an example only. ***To note that some divisions require the price ticket to be attached through the brand label, and other at the underarm or sleeve opening, or 3<sup>rd</sup> button.***  
***To note that the price must still be visible for DC scanning purposes.***

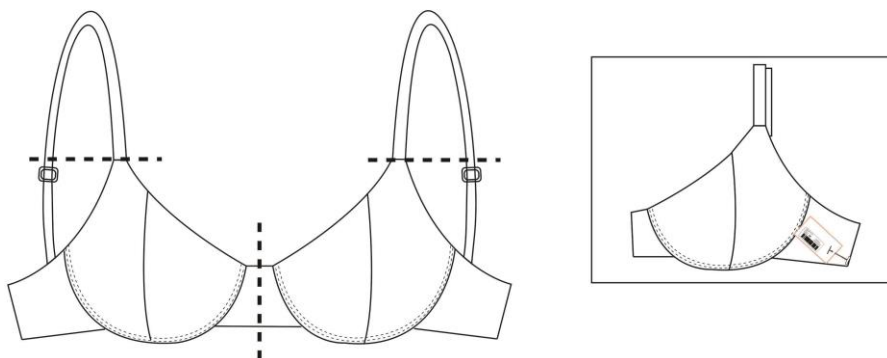


## UNDERWEAR

### BIKINI TOP/BRA

#### Folding Instructions:

1. All closures must be buttoned, zipped, snapped, tied, etc.
2. Fold straps back into cups
3. Do not use pins.
4. Fold in half.
5. Place the folded garment into the correct size polybag and seal the polybag.
6. The price on the swing ticket must always be visible for DC scanning purposes. The below is an example only. ***To note that some divisions require the price ticket to be attached through the brand label, and other at the underarm or sleeve opening, or 3<sup>rd</sup> button.***  
***To note that the price must still be visible for DC scanning purposes.***



## BIKINI BOTTOM, UNDERWEAR BOTTOM & BOXERS

### Folding Instructions:

1. Place item right side down.
2. Fold left and right sides in and bottom up.
3. Place the folded garment into the correct size polybag and seal the polybag.
4. The price on the swing ticket must always be visible for DC scanning purposes. The below is an example only. ***To note that some divisions require the price ticket to be attached through the brand label, and other at the underarm or sleeve opening, or 3<sup>rd</sup> button.***  
***To note that the price must still be visible for DC scanning purposes.***

**Important Note:** If items are packaged in presentation boxes, instructions by the buyer to be followed.

