Folding Guidelines

The following pages will provide you with a clear picture as to how we need your flat-packed merchandise to be folded and the size of polybag into which each type of product should be packaged.

If you have any questions regarding the folding guidelines, call the vendor relations hotline at (206) 303-6118.
**Folding Guidelines**

**NW 01 Blouses**

**Finished Dimensions after Folding**

Approximate folded dimension should be 10” x 12” or 10” x 14”.

**Polybag Size**

Use polybag size either 11” x 14” or 11” x 16” (for exceptions use polybag size 11” x 20”).

Do not allow more than 1” of space between edge of garment and polybag.

**Shipping Carton**

These items must be shipped in the narrow size shipping carton (23” x 10” x 17”).

**Notes to Remember**

- Do not use pins, stiffeners and cardboard without prior approval.
- Brightly colored silk blouses must be packaged in opaque bags.
- Blouses made of very lightweight materials (i.e: rayon, silk) may require tissue paper

**Folding Preparations:**

- All closures must button, zip, snap etc.
- Place garment face down.

**Folding Instructions:**

1. Fold the right side over on the fold line.
2. Fold the sleeve back and down to line up with the folded edge.
3. Repeat steps for left side.
4. Fold up tail ¼.
5. Fold bottom portion up to top shoulder fold line.
6. Place the folded garment into the correct size polybag and seal the polybag with clear tape or heatsel. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent holes ¼” diameter and evenly spaced.)
Folding Guidelines
NW02 Shirts, Dresses and Jumpers

Finished Dimensions after Folding
Approximate final dimension should be 10” x 12” or 10” x 14”.
Exceptions to this rule can be allowed for larger size shirts and dresses which can be folded to 10” x 19”.

Polybag Size
Use polybag size either 11” x 14” or 11 x 16 (for exceptions use polybag size 11” x 20”). Garments made of heavyweight material may be folded into a compliant polybag size with a gusset (11” x 14” x 3” or 11” x 16” x 3”).
Do not allow more than 1” of space between edge of garment and polybag.

Shipping Carton
These items must be shipped in the narrow shipping carton (23” x 10” x 17”).

Notes to Remember
• Do not use pins, clips, stiffeners or cardboard without prior approval.
• Brightly colored silk items must be packaged in opaque bags.
• Tissue may be used on lightweight fabrics (i.e. silks, rayon, polyester etc.)

Folding Preparations:
• Place garment face down
• All closures must button, zip, snap etc.

Folding Instructions:
1. If the item has shoulder pads fold arms and shoulder pads to the back.
2. Fold the right sleeve over on the fold line.
3. Fold remaining portion back across center.
4. Repeat for the left side.
5. Fold in half by bringing the bottom of the shirt up to the top of the shirt. Exception: If shirt is longer for bigger sizes fold bottom of shirt up 1/3 and fold 1/3 to the top.
6. Dresses should be folded in ½ by bringing the bottom of the dress up to the top of the dress then fold in ½ again.
7. Place the folded garment into the correct polybag size and seal the polybag with clear tape or heat seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent holes ¼” diameter and evenly spaced.)
Folding Guidelines

NW03 Women’s Sweaters, Knit Tops & Lightweight Quilted Jackets

Finished Dimensions after Folding
Approximate folded dimension should be 10" x 12" or 10" x 14".
Exceptions: Women’s items which, should be folded to fit to 10” x 19”.

Polybag Size
Use polybag size either 11” x 14” or 11” x 16”.
For thick or bulky sweaters, use compliant polybag size with gusset (11” x 14” x 3” or 11” x 16” x 3”). Exceptions: Use polybag size 11” x 20”;

Shipping Carton
These items must be shipped in the narrow size shipping carton (23” x 10” x 17”).

Note to Remember
• Do not use pins, clips, stiffeners or cardboard without prior approval.

Folding Preparations:
• Place garment face down,
• All closures must button, zip, snap etc,
• If the item has shoulder pads fold arms and shoulder pads to the back

Folding Instructions:
1. Fold the right sleeve over on the fold line
2. Fold remaining portion back across center
3. Repeat for the left side
4. Fold in half by bringing the bottom of the sweater to the top of the sweater (Exception: Fold in thirds,if item is too long to fold in half).
5. Place the folded garment into the correct size polybag and seal the polybag with clear tape or heat seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent holes ¼” diameter and evenly spaced.)
Finished Dimensions after folding
Approximate folded dimension should be 10" x 12" or 10" x 14".
Exceptions: Women’s items, which should be folded to fit to 10" x 19".

Polybag Size
Use polybag size either 11" x 14" or 11" x 16". For exceptions use polybag size 11" x 20":

Shipping Carton
These items must be shipped in the narrow size shipping carton (23" x 10" x 17”).

Note to Remember
• Do not use pins, clips, stiffeners or cardboard without prior approval.

Folding Preparations:
• Place garment face down.
• All closures must button, zip, snap etc.
• If the item has shoulder pads fold arms and shoulder pads to the back.
• For Turtleneck fold collar down towards the front of the garment.

Folding Instructions:
1. Fold the right sleeve over on the fold line.
2. Fold remaining portion back across center.
3. Repeat for the left side.
4. Fold in half by bringing the bottom of the sweater to the top of the sweater (Exception: Fold in thirds if item is too long to fold in half.)
5. Place the folded garment into the correct polybag size and seal the polybag with clear tape or heat seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent holes ¼” diameter and evenly spaced.)
**Folding Guidelines**

**NW05 Women’s Denim Jeans and Shorts**

**Finished Dimensions after Folding**

Approximate folded dimension should be 10” x 12”, or 10” x 14”

**Exceptions** to this rule can be allowed for larger size jeans or shorts which can be folded to 10” x 19”

**Polybag size**

Use polybag size of either 11” x 14” or 11” x 16” (for exceptions use polybag size 11” x 20”). Do not allow more than 1” of space between edge of garment and polybag.

**Shipping Carton**

These items must be shipped in the narrow size shipping carton (23” x 10” x 17”).

**Notes to Remember**

- Do not use pins, clips, stiffeners and cardboard without prior approval.
- The use of clips on pants with belts is acceptable.
- The use of tissue is acceptable for lightweight materials (i.e. rayon or silk)

**Folding Preparation:**

- Place garment face down.
- Do not button, snap, zip or buckle belt.

**Folding Instructions:**

1. Fold in half.
2. If needed, fold back rise over and align pant/short to form a straight line.
3. Fold the legs up to the top of the back pocket. (shorts can be folded ¼ in half instead of 1/2)
4. Fold in half again.
5. Place the folded garment into the correct polybag size and seal the polybag with clear tape or heat seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent-holes ¼” diameter and evenly spaced).
Folding Guidelines

NW06 Women’s Dress Pants, Shorts, Leggings & Stirrup Pants

Finished Dimensions after Folding
Approximate folded dimension should be either 10” x 12, or 10” x 14”.
Exceptions to this rule can be allowed for larger size pants which, can be folded to 10” x 19”.

Polybag Size
Use polybag size either 11” x 14” or 11” x 16”, (for exceptions use polybag size 11” x 20”).
Do not allow more than 1” of space between edge of garment and polybag.

Shipping Carton
These items must be shipped in the narrow size shipping carton (23” x 10” x 17”).

Notes to Remember
• Do not use pins, clips, stiffeners and cardboard without prior approval.
• The use of clips on pants with belts is acceptable.
• The use of tissue is acceptable for lightweight materials (i.e., rayon or silk)

Folding Preparation:
• Place garment face down.
• Do not button, snap or zip.
• The belt must be in belt loops, the buckle must be tucked in front fold.

Folding Instructions:
1. Fold pant on the center crease.
2. The zipper side is tucked in. (Exception: side zipper)
3. If needed, tuck in front fold and align pant to form a straight line.
4. Fold in half by bringing the bottom of the leg up to the top of the pant.
5. Fold in half again
6. Place the folded garment into the correct size polybag and seal the polybag with clear tape or heat sealing. (If the heat sealing method is used, all polybags must have three half-moon or butterfly-vent holes ¼” diameter and evenly spaced).
**Folding Guidelines**

**NW07 Skirts**

**Finished Dimensions after Folding**
Approximate folded dimension should be 10" x 12" or 10" x 14".

*Exceptions* to this rule can be allowed for larger size skirts which can be folded to 10" x 19" polybag.

**Polybag Size**
Use polybag size either 11" x 14" or 11"x 16" (for *exceptions* use polybag size of 11" x 20").
Do not allow more than 1" of space between edge of garment and polybag.

**Shipping Carton**
These items must be shipped in the narrow size shipping carton (23" x 10" x 17").

**Notes to Remember**
- Do not use pins, clips (see below), stiffeners and cardboard without prior approval.
- The use of clips on skirts with belts is acceptable.
- The use of tissue is acceptable for lightweight materials (i.e. rayon or silk).

**Folding Preparations:**
- Place garment face down.
- Button, snap, zip or buckle belt.

**Folding Instructions:**
1. Fold the right side over on the fold line. Fold the left side over on the fold line.
2. Fold the bottom of the skirt up on the fold line.
3. Fold the top of the skirt down on the fold line.
4. Place the folded garment into the correct size polybag and seal the polybag with clear tape or heat seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent holes ¼" diameter and evenly spaced).
Folding Guidelines
NW08 Broomstick Skirt & Crinkle Skirts

Finished Dimensions after Folding
Approximate finished dimension must not exceed a polybag size of 11” x 14”.

Shipping Carton
These items must be shipped in the narrow size shipping carton (23” x 10” x 17”).

Note to Remember
• Do not use pins, clips, stiffeners or cardboard without prior approval.
• Include care instructions on maintenance of crinkle effect.

Folding Instructions:
1. Twist garment until it twists in half.
2. Secure at both ends to ensure skirt stays twisted
3. Place the twisted garment into the correct polybag size and seal the polybag with clear tape or heat seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent holes ¼” diameter and evenly spaced).
**Folding Guidelines**

**NW09 Skorts**

**Finished Dimensions after Folding**

Approximate folded dimension should be either 10" x 12" or 10" x 14".

Exceptions to this rule can be allowed for larger size skort which can be folded to 10" x 19".

**Polybag Size**

Use polybag size either 11" x 14" or 11" x 16" (for exceptions use polybag size 11" x 20").

Do not allow more than 1" of space between edge of garment and polybag.

**Shipping Carton**

These items must be shipped in the narrow size shipping carton (23" x 10" x 17").

**Notes to Remember**

- Do not use pins, stiffeners and cardboard without prior approval.
- The use of clips on skorts with belts is acceptable.
- The use of tissue is acceptable for lightweight materials (i.e. rayon or silk).

**Folding Preparation:**

- Place garment face down.
- Button, snap, zip or buckle belt.

**Folding Instructions:**

1. Lay flat. Bring legs together and fold over back rise.
2. Fold the right side over on the fold line. Fold the left side over on the fold line.
3. Fold the bottom of the skort to the top of the garment.
4. Place the folded garment into the correct polybag size and seal the polybag with clear tape or heat seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent-holes ¼" diameter and evenly spaced.)
Finished Dimensions after Folding
Approximate finished dimension must not exceed the width of a 14” x 20” polybag.

Shipping Carton
These items may be shipped in the wide shipping carton (23” x 15” x 17”).

Note to Remember
- Do not use pins, clips, stiffeners and cardboard without prior approval.
- Leather and suede must be packaged in opaque vented bags (see leather and suede guidelines in this section).
- Tissue may be used if necessary.

Folding Preparations:
- Place garment face down.
- All closures must button, zip, snap etc.
- If the item has shoulder pads fold arms and shoulder pads to the back
- Hoods should be folded down across back.

Folding Instructions:
1. Fold the right sleeve over on the fold line.
2. Fold remaining portion back across center.
3. Repeat for the left side.
4. Fold in half by bringing the bottom of the coat/jacket up to the top (Exception: For longer items fold in ⅛ then fold in ⅛ again.)
5. Place the folded garment into the correct size polybag and seal the polybag with clear tape or heat seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent holes ¼” diameter and evenly spaced.)
Folding Guidelines
NW11 Multi-Piece Items -
Jacket and Pants Set

Finished Dimensions after Folding
Approximate folded dimension should be 10” x 12” x 2 ½” or 10” x 14” x 2 ½”.

Polybag Size
Use polybag size with gusset of either 11” x 14” x 3” or 11” x 16” x 3”.

Shipping Carton
These items must be shipped in the narrow size shipping carton (23” x 10” x 17”).

Notes to Remember
- Do not use pins, clips, stiffeners and cardboard without prior approval.
- Tissue may be used if necessary.

Folding Preparations:
- Jacket: Place top garment face down.
- All closures must button, zip, snap, etc.

Folding Instructions:
1. If the item has shoulder pads fold arms in back with shoulder pads in back.
2. Fold the right sleeve over on the fold line.
3. Fold remaining portion back across center.
4. Repeat for the left side.
5. Pant: Fold pant on the center crease (do not button, snap or zip).
6. If needed, tuck in front fold (of rise) and align pant to form a straight line.
7. Place pant face down on back of jacket.
8. Fold in ½ by bringing the bottom of the legs up to the top of the pant.
9. Fold in ½ again.
10. All units will be folded within each other. The front view should be the jacket, and the back view should be the pants, skirt or dress.
11. Place the folded garment into the correct size polybag and seal the polybag with clear tape or heat seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent holes ¼” diameter and evenly spaced).
Folding Guidelines
NW12 Multi-Piece Items - Jacket & Skirt/Dress

Finished Dimensions after Folding
Approximate folded dimension should be 10" x 12" x 2 ½" or 10" x 14" x 2 ½".

Polybag Size
Use polybag size with gusset of either 11" x 14" x 3" or 11" x 16" x 3".

Shipping Carton
These items must be shipped in the narrow size shipping carton (23" x 10" x 17").

Notes to Remember
- Do not use pins, clips, stiffeners and cardboard without prior approval.
- Tissue may be used if necessary.

Folding Preparations:
- Jacket: Place top garment face down.
- All closures must button, zip, snap etc.

Folding Instructions:
1. If the item has shoulder pads, fold arms in back with shoulder pads in back.
2. Fold the right sleeve over on the fold line.
3. Fold remaining portion back across center.
4. Repeat for the left side.
5. Skirt/Dress: Place garments face down on back of jacket.
6. Fold in sides of skirt/dress approx. 1 inch. (If needed, fold in sides further to form a straight line).
7. Fold skirt/dress in half by bringing the bottom of the skirt/dress up to the top and then in half again.
8. All units will be folded within each other. The front view should be the jacket and back view should be the pant, skirt or dress.
9. Place the folded garment into the correct polybag size and seal the polybag with clear tape or heat seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent holes ¼" diameter and evenly spaced.)
Folding Guidelines
NW13 Women’s Overalls

**Finished Dimensions after Folding**
Approximate folded dimension should be 10” x 12” or 10” x 14”.
**Exceptions** to this rule will be larger women’s items which should be folded to fit to 10” x 19”.
**Polybag Size** Use polybag size either 11” x 14” or 11” x 16”. **Exceptions:** use polybag size 11” x 20”.
**Shipping Carton**
These items must be shipped in the narrow size shipping carton (23” x 10” x 17”).

**Note to Remember**
- Do not use pins, clips, stiffeners or cardboard without prior approval.

**Folding Preparation:**
- Place garment face down.
- All closures must button, zip, snap etc.

**Folding Instructions:**
1. Fold in sides of legs as shown below.
2. Fold garment quarters. Fold legs up and then again at the mid section.
3. Fold the bib portion down so that bib is in front with straps buckled.
4. Place the folded garment into the correct polybag size and seal the polybag with clear tape or heat seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent holes ¼” diameter and evenly spaced).
Folding Guidelines  
NW14 Women’s Robes

**Finished Dimensions after Folding**
Approximate finished dimension must not exceed a polybag size of 14” x 20”.

**Shipping Carton**
This item may be shipped in the wide shipping carton (23” x 15 x 17”).

**Note to Remember**
- Do not use pins, clips, stiffeners and cardboard without prior approval.
- Tissue may be used on lightweight fabrics (i.e. silks, rayon, polyester, etc.)

**Folding Preparations:**
- Place garment face down
- All closures must button, zip, snap etc.
- Lay robe belt flat on back of garment.

**Folding Instructions:**
1. If the item has shoulder pads fold arms in back leaving shoulder pads facing the front.
2. Fold the right sleeve over on the fold line.
3. Fold remaining portion back across center.
4. Repeat for the left side.
5. Fold in half by bringing the bottom of the robe to the top. Fold in half again.
6. Place the folded garment into the correct polybag size and seal the polybag with clear tape or heat seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent holes ¼” diameter and evenly spaced.)
Folding Guidelines
NW15 Panties & Swimsuit Bottoms

Finished Dimensions after Folding
Approximate finished dimension should fit appropriately into a 6" x 9" polybag.

Shipping Carton
These items must be shipped in the narrow size shipping carton (23" x 10" x 17").

Notes to Remember
- The use of a lightweight stiffener is recommended
- Tape may be used to secure panty to stiffener.
- Do not use pins, clips or chipboard stiffeners.
- Hygiene liners must be in place on all panties and swimsuit bottoms.

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 polybag size and seal the polybag with clear tape or heat sealing. (If the heat sealing method is used all polybags must have three half-moon or butterfly-vent holes ¼" diameter and evenly spaced).

Important Note: If items are packaged in presentation boxes – each box must be individually polybagged and sealed.
Finished Dimensions after Folding
Approximate finished dimension should fit appropriately into a 6" x 9" polybag.

Shipping Carton
These items must be shipped in the narrow size shipping carton (23" x 10" x 17").

Notes to Remember
• The use of a lightweight stiffener is recommended
• Tape may be used to secure item to stiffener.
• Do not use pins, clips or chipboard stiffeners.

Folding Instructions:
1. With closures fastened, fold straps back into cups.
2. Fold in half.
3. Place the folded garment into the correct polybag size and seal the polybag with clear tape or heat sealing. (If the heat sealing method is used all polybags must have three half-moon or butterfly-vent holes ¼" diameter and evenly spaced).
Folding Guidelines
NW17 Body Suit & One Piece Swimsuit

**Finished Dimensions after Folding**
Approximate finished dimension should fit appropriately into a 9" x 14" polybag.

**Shipping Carton**
These items must be shipped in the **narrow** size shipping carton (23" x 10" x 17").

**Notes to Remember**
- The use of a lightweight stiffener is recommended.
- The use of tissue is acceptable for lightweight materials.
- Do not use pins.
- Hygiene liners **must** be in place.

**Folding Instructions:**
1. Place garment face down. Center stiffener on back of garments
2. Fold down straps. Fold in left and right sides.
3. Fold into thirds.
4. Place the folded garment into the correct size polybag and seal the polybag with clear tape or heat sealing. (If the heat sealing method is used all polybags must have three half-moon or butterfly-vent holes ¼" diameter and evenly spaced.)
Folding Guidelines
NW18 Pareo/Scarves/Wraps/Ponchos

**Finished Dimensions after Folding**
Approximate folded dimension should be 10” x 12” or 10” x 14”
Exceptions to this rule can be allowed for bulky wraps or ponchos, which may be folded to 10” x 19”

**Polybag Size**
Use polybag size of either 11” x 14” or 11” x 16” (for exceptions use polybag size of 11” x 20”)
Do not allow more than 1” of space between edge of garment and polybag.

**Shipping Carton**
These items must be shipped in the narrow or short narrow carton.

**Notes to Remember**
- Do not use pins or clips
- Tissue or lightweight stiffener may be used if necessary

**Folding Instructions**
1. Fold in half.
2. Fold in half again.
3. Fold until approximate dimension listed above is reached.
4. Place item into the correct polybag size and seal polybag with clear tape or heat seal. If heat sealing method is used all polybags must have three half-moon or butterfly vent holes ¼” diameter evenly spaced.

![Diagram of folding process]
Folding Guidelines
NU01 Socks & Hosiery

Polybag size
Do not exceed 11” x 14”. Use a polybag size that best fits the item to be packaged. Try to allow no more than 1” of space between the edge of the garment and the polybag.

Shipping Carton
These items must be shipped in the narrow (23” x 10” x 17”) or short narrow (23” x 10” x 6”) size shipping carton.

Notes to Remember
- Remove all MSR (manufacturers suggested retail) pricing. Contact your buyer immediately if this information will appear on the item.
- Place item into the correct size polybag and seal the polybag with clear tape or heat-seal.
Folding Guidelines

NM01 Men’s Shirts – Casual

Finished Dimensions after Folding
Approximate folded dimension should be 11” x 17”.

Polybag Size
Use approximate polybag size of 11” x 18”.
Do not allow more than 1” of space between edge of garment and polybag.

Shipping Carton
These items must be shipped in the narrow size shipping carton (23” x 10” x 17”).

Notes to Remember
• Cardboard, tissue and inserts are required.
• Do not use pins.

Folding Instructions:
1. Place shirt face up.
2. Make sure all closures are buttoned.
3. Turn garment face down.
4. Place pre-cut tissue paper across back.
5. Fold right side back. (Fold line)
6. Layer long sleeves (arms) across back. (Fold line)
7. Repeat for left.

   Short Sleeves
   a) Angle right sleeve across front of shirt.
   b) Attach with plastic clip.

8. Fold up tail.
9. Fold in ½ by bringing bottom of shirt to the top. (see example of final product)
10. Place shirt face up.
11. Place paper collar insert underneath collar.
12. Insert collar stays. (if applicable)
13. Place plastic collar insert inside the collar.
14. Place butterfly insert. (optional)
15. Place the folded garment into the correct size polybag and seal the polybag with clear tape or heat seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent holes ¼” diameter and evenly spaced.)

See next page for drawings
Folding Guidelines
Men’s Shirts – Casual cont.
Folding Guidelines
NM02 Men’s Shirts - Dress

Finished Dimensions after Folding
Approximate folded dimension should be 11” x 17” x 1½” (no larger)

Polybag Size
Use polybag size either 12” x 18” or 11” x 20”.
Do not allow more than 1” of space between edge of garment and polybag.

Shipping Carton
These items must be shipped in the narrow size shipping carton (23” x 10” x 17”).

Notes to Remember
• Cardboard, tissue and inserts are required.
• Do not use pins. Exception: When pins are required

Folding Instructions:
8. Place shirt face up.
9. Make sure all closures are buttoned.
10. Turn garment face down.
11. Place pre-cut tissue paper across back.
12. Place shirt cardboard across back and insert tab into collar.
13. Fold right side back. (Fold line)
14. Layer long sleeves (arms) across back. (Fold line)
15. Repeat for left.

Short Sleeves
a) Angle right sleeve across front of shirt.
b) Attach with plastic clip.

8. Fold up tail.
10. Fold in ½ by bringing bottom of shirt to the top. (see example of final product)
10. Place shirt face up.
11. Place paper collar insert underneath collar.
16. Insert collar stays. (if applicable)
17. Place plastic collar insert inside the collar.
18. Place single button hold under the collar and over the top button.
19. Place butterfly insert. (optional)
20. Place the folded garment into the correct size polybag and seal the polybag with clear tape or heat seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent holes ¼” diameter and evenly spaced.)

See next page for drawings
Folding Guidelines
NM03 Men’s Tees & Polo Shirts

Finished Dimensions after Folding
Approximate folded dimension should be 14” x 12”.

Polybag Size
Use approximate polybag size of 14” x 16”
Do not allow more than 1” of space between edge of garment and polybag.

Shipping Carton
These items must be shipped in the wide size shipping carton (23” x 15” x 17”)

Notes to Remember
• Do not use pins, stiffeners or cardboard without prior approval.
• Tissue may be used.

Folding Preparations
• Place garment face down
• All closures must button, snap, zip, etc.

Folding Instructions
1. The garment is shown with fold locations.
2. Fold the right sleeve over on the fold line.
3. Fold remaining portion back across center.
4. Repeat for the left side.
5. Fold in half by bringing the bottom of the shirt up to the top of the shirt. (Exception: If shirt is longer fold bottom of shirt up 1/3 and fold 1/3 to the top.)
6. Place the folded garment into the correct size polybag and seal the polybag with clear tape or heat-seal. (If the heat sealing method is used all polybags must have 3 half-moon or butterfly-vent holes ¼” diameter and evenly spaced.)
Folding Guidelines
NM04 Men’s Denim Jeans & Shorts

Finished Dimensions after Folding
Approximate folded dimension should be 19” x 14”.

Polybag size
Use approximate polybag size of 14” x 20”
Do not allow more than 1” of space between edge of garment and polybag.

Shipping Carton
These items must be shipped in the wide size shipping carton (23” x 15” x 17”)

Notes to Remember
• Do not use pins, stiffeners or cardboard without prior approval.
• The use of clips on pants with belts is acceptable.

Folding Instructions
• Place garment face down.
• Do not button, snap, zip or buckle belt.

Folding Instructions
1. The garment is shown with fold locations.
2. Fold in half.
3. If needed, fold back rise over and align pant/short to form a straight line.
4. Fold the legs up to the top of the back pocket. (Shorts can be folded ¼ in half instead of ½.)
5. Fold pants in half again.
6. Place folded garment into the correct polybag size and seal the polybag with clear tape or heat-seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent-holes ¼” diameter and evenly spaced)
Folding Guidelines

NM05 Men’s Dress & Casual Pants

Finished Dimensions after Folding
Approximate folded dimension should be 19” x 14”.

Polybag Size
Use approximate polybag size of 14” x 20”.
Do not allow more than 1” of space between edge of garment and polybag.

Shipping Carton
These items must be shipped in wide shipping carton (23” x 15” x 17”).

Notes to Remember
- Do not use pins, stiffeners and cardboard without prior approval.
- The use of clips on pants with belts is acceptable.
- The use of tissue is acceptable for lightweight materials (i.e.: rayon or silk).

Folding Preparation
- Place garment face down.
- Do not button, snap or zip.
- The belt must be in the belt loops, the buckle must be tucked in front fold.

Folding Instructions
1. The garment is shown with fold locations.
2. Fold pant on the center crease.
3. The zipper side is tucked in.
4. If needed, tuck in front fold and align pant to form a straight line.
5. Fold in half by bringing the bottom of the leg up to the top of the pant.
6. Fold in half again.
7. Place the folded garment into the correct size polybag and seal the polybag with clear tape or heat seal. (If the heat sealing method is used all polybags must have 3 half-moon or butterfly-vent holes ¼” diameter and evenly spaced).
Folding Guidelines
NM06 Men's Casual & Cargo Shorts

Finished Dimensions after Folding
Approximate folded dimension should be 19" x 14".

Polybag size
Use polybag size 20" x 15".
Do not allow more than 1" of space between edge of garment and polybag.

Shipping Carton
These items must be shipped in the wide shipping carton (23" x 15" x 17").

Notes to Remember
- Do not use pins, clips, stiffeners and cardboard without prior approval.
- The use of clips on pants with belts is acceptable.
- The use of tissue is acceptable for lightweight materials (i.e.: rayon, silk etc.)

Folding Preparation
- Place garment face down.
- Do not button, snap or zip.
- The belt must be in the belt loops, the buckle must be tucked in front fold.

Folding Instructions
1. The garment is shown with fold locations
2. Fold pant on the center crease.
3. The zipper side is tucked in.
4. If needed, tuck in front fold and align short to form a straight line.
5. Fold in half by bringing the bottom of the leg up to the top of the short.
6. Place the folded garment into the correct size polybag and seal the polybag with clear tape or heatseal. (If the heat sealing method is used all polybags must have 3 half-moon or butterfly vent holes ¼" diameter and evenly spaced).
**Folding Guidelines**

**NM07 Men’s Sweatpants & Sports Shorts**

**Finished Dimensions after Folding**
Approximate folded dimension should be 16” x 14”.

**Polybag size**
- Use approximate polybag size 14” x 20”
- Do not allow more than 1” of space between edge of garment and polybag.

**Shipping Carton**
- These items must be shipped in the narrow size shipping carton (23” x 10” x 17”)

**Notes to Remember**
- Do not use pins, stiffeners or cardboard without prior approval.
- The use of clips on pants with belts is acceptable.

**Folding Preparation**
- Place garment face down.
- Do not button, snap, zip or buckle belt.

**Folding Instructions**
1. The garment is shown with fold locations.
2. Fold in half.
3. If needed, fold back rise over and align pant to form a straight line.
4. Fold the legs up to the top of the back waistline. (Shorts can be folded ¼ instead of half)
5. Fold pants in half again.
6. Place folded garment into the correct polybag size and seal the polybag with clear tape or heat-seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent-holes ¼” diameter and evenly spaced)
Folding Guidelines
NM08 Men's Outerwear – Heavy Jackets, Coats

Finished Dimensions after Folding:
Approximate folded dimension should be 19” x 13”.

Polybag Size:
Use approximate polybag size of 20” x 14”.
Do not allow more than 1” of space between edge of garment and polybag.

Shipping Carton:
These items must be shipped in the wide shipping carton (23” x 15” x 17”).

Notes to Remember:
• Do not use pins, clips, stiffeners and cardboard without prior approval.
  Leather and suede must be packaged in opaque vented bags (see leather and suede guidelines in this section).
• Tissue may be used if necessary.
• Compliant hangers must be used that will hold the weight of the garment and are padded when used with suede or leather.

Folding Preparation:
1. Place garment face down.
2. All closures must button, zip, snap etc.
3. Hoods should be folded down across the back.

Folding Instructions:
1. Fold the right sleeve over on the fold line.
2. Fold the remaining portion back across center.
3. Repeat for the left side.
4. Fold in half by bringing the bottom of the coat/jacket up to the top (Exception: For longer items fold in ½ then fold in ½ again.)
5. Place the folded garment into the correct size polybag and seal the polybag with clear tape or heat seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent holes ¼” diameter and evenly spaced.)
Folding Guidelines
NM09 Men’s Outerwear –
Light Jackets & Sweaters

Finished Dimensions after Folding:
Approximate folded dimension should be 19" x 13".

Polybag Size:
Use approximate polybag size of 14" x 20".
Do not allow more than 1" of space between edge of garment and polybag.

Shipping Carton:
These items must be shipped in the wide shipping carton (23" x 15" x 17").

Notes to Remember:
• Do not use pins, clips, stiffeners and cardboard without prior approval.
• Leather and suede must be packaged in opaque vented bags (see leather and suede guidelines in this section.)
• Tissue may be used if necessary.
• Compliant hangers must be used that will hold the weight of the garment and are padded when used with suede or leather.

Folding Preparation:
1. Place garment face down.
2. All closures must button, zip, snap etc.
3. Hoods should be folded down across the back.

Folding Instructions:
4. Fold the right sleeve over on the fold line.
5. Fold the remaining portion back across center.
6. Repeat for the left side.
7. Fold in half by bringing the bottom of the coat/jacket up to the top (Exception: For longer items fold in ½ then fold in ½ again.)
8. Place the folded garment into the correct size polybag and seal the polybag with clear tape or heat seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent holes ¼” diameter and evenly spaced.)
Folding Guidelines

NM10 Men’s Robes

Finished Dimensions after Folding
Approximate folded dimension should be 19” x 14”.

Polybag Size
Use approximate polybag size 14” x 20”.
Do not allow more than 1” of space between edge of garment and polybag.

Shipping Carton
These items must be shipped in a wide size shipping carton (23” x 15” x 17”)

Notes to Remember
- Clips may be used.
- Tissue may be used.
- Do not use pins, stiffeners and cardboard without prior approval.

Folding Preparations
- Place garment face down
- All closures must button, snap, zip, etc.
- Lay robe belt on back of garment

Folding Instructions
1. The garment is shown with fold locations.
2. Fold the right sleeve over on the the fold line.
3. Fold remaining portion back across center.
7. Repeat for the left side.
8. Fold in half by bringing the bottom of the robe up to the top and fold again to the top.
9. Place the folded garment into the correct size polybag and seal the polybag with clear tape or heat-seal. (If the heat sealing method is used all polybags must have 3 half-moon or butterfly-vent holes 
¼” diameter and evenly spaced.)
Folding Guidelines
NM11 Men’s Swimming Trunks

Finished Dimensions after Folding
Approximate folded dimension should not exceed 19” x 14”.

Polybag size
Use approximate polybag size of 14” x 20”
Do not allow more than 1” of space between edge of garment and polybag.

Shipping Carton
These items must be shipped in the narrow size shipping carton (23” x 10” x 17”)

Notes to Remember
- The use of clips on trunks is acceptable.
- Do not use pins.
- Stiffeners may be used for lightweight materials.

Folding Preparation
- Place garment face down.
- Do not button or snap

Folding Instructions
1. The garment is shown with fold locations.
2. Fold in half.
3. If needed, fold back rise over and align short/trunks to form a straight line.
4. Fold in ½ by bringing the bottom of the leg up to the top of the short/trunk. (If the shorts/trunks are ¾ length than fold in thirds.)
5. Place folded garment into the correct polybag size and seal the polybag with clear tape or heat-seal. (If the heat sealing method is used all polybags must have three half-moon or butterfly vent-holes ¼” diameter and evenly spaced)
Folding Guidelines
NM12 Men’s Furnishings – Multi-pack Undershirts

Finished Dimensions after Folding
Approximate folded dimension should be 7” x 9 ½”

Polybag Size
Use approximate polybag size of 8” x 10”
Do not allow more than 1” of space between edge of garment and polybag.

Shipping Carton
These items must be shipped in a narrow size shipping carton (23” x 10” x 17”)

Notes to Remember
• A lightweight stiffener such as cardboard is recommended.
• Clips are recommended.

Folding Instructions

Shirt # 1 Front
1. Place shirt face down.
2. Place cardboard 3” from bottom hem.
3. Fold bottom of shirt over cardboard.
4. Fold shirt up over cardboard.
5. Fold shirt again.
6. Fold sleeves on fold line. Left side/Right side
7. Fold sleeves around cardboard.

Shirt # 2 Middle
1. Place shirt face up.
2. See shirt #1 instructions (no cardboard).

Shirt # 3 Back
1. Place shirt face up.
2. See shirt #1 instructions.
Folding Guidelines
NM13 Men’s Furnishings – Boxers & Briefs

Finished Dimensions after Folding
Approximate finished dimension should fit appropriately into a 6” x 9” polybag.

Shipping Carton
These items must be shipped in the narrow size shipping carton (23” x 10” x 17”).

Notes to Remember
- The use of a lightweight stiffener is recommended
- Tape may be used to secure panty to stiffener.
- Do not use pins, clips or chipboard stiffeners.
- Hygiene liners must be in place on all panties and swimsuit bottoms.

Folding Instructions:
4. Place item right side down.
5. Fold left and right sides in and bottom up.
6. Place the folded garment into the correct polybag size and seal the polybag with clear tape or heat sealing. (If the heat sealing method is used all polybags must have three half-moon or butterfly-vent holes ¼” diameter and evenly spaced).

Important Note: If items are packaged in presentation boxes – each box must be individually polybagged and sealed.
Notes to Remember
- Ties must be placed in a presentation box.
- Ties not in a presentation box will need to be reprocessed at our Cedar Rapids facility. The vendor will be responsible for associated costs and related chargebacks.
- Each tie box must be shrink-wrapped or polybagged with a NORDSTROM.com barcode sticker placed on the outside of wrap or bag.

Shipping Carton
This item must be shipped in either the narrow (23" x 10" x 17") or short narrow (23" x 10" x 6") size shipping carton.

Folding Instructions
Option #1
1. Fold tie in ½, tail should be tucked behind label
2. Fold again in 1/3
3. Place tie into a (appx.) 6" x 8" x 1 ¼" presentation box, tissue paper optional
4. Shrink-wrap or polybag and seal.
5. Apply NORDSTROM.com barcode sticker to the outside of wrap or bag.

Option #2
1. Roll tie from narrow end to wide end
2. Place tie into a 3” – 4” square cubed box 3” – 4” deep, tissue paper optional
3. Follow steps 4 & 5 above