## Contents

Folding Standards

General:

Merchandise purchased by Runners Point is required to be folded in a manner appropriate for store presentation and processing efficiency in our RDC. Folding practices can make the difference between excellence in service to our stores or untimely delivery of fashion goods. The folding standards differ by type of garment. On the following pages we have offered illustrations and instructions to help guide you through this process and ensure folding standards are met.

The following standards are required in folding of our merchandise:

- Individual apparel items and accessory merchandise which will be picked as a single piece must be poly bagged and sealed

- Sturdy exterior secured bag is required around each multi-pack of apparel items.

- No apparel must be shipped on hangers, unless approved by the buying staff and noted under special instructions on the purchase order

- All adult shirts and fleeces must have the front fold width dimensions of 11.4" (29cm) and a depth of 12.2" (31cm). Size sticker must always be placed at the left bottom corner

9.4 inch
31 cm

11.4 inch
29 cm

9.4 inch
31 cm

11.4 inch
29 cm
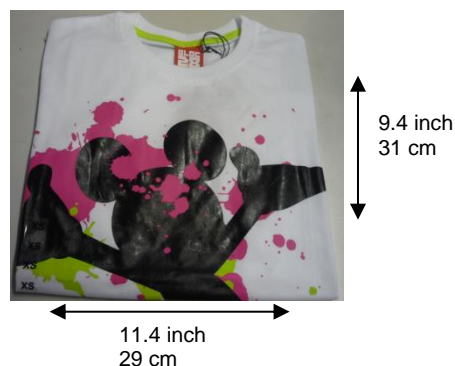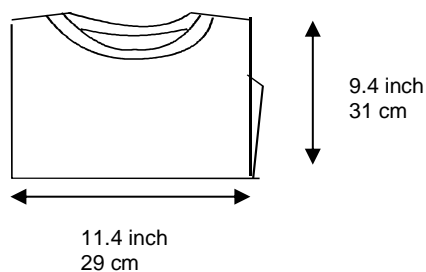
- All adult jerseys, sweaters, sweatshirts and tops must have the front fold width dimensions of 11.4" (29cm) and a depth of 9.4"(24cm)

9.4 inch
24 cm

11.4 inch
29 cm
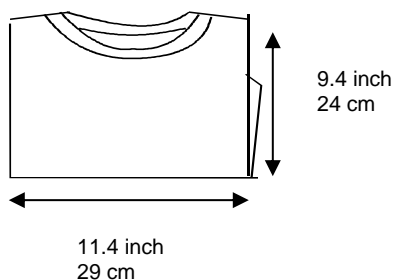
- Individual gym bags and backpacks must be folded flat and in a sealed poly bag with the logo or focal point of graphic visible
- All items must be folded and packed in a way they fall within the minimum and maximum dimensions, see matrix below.
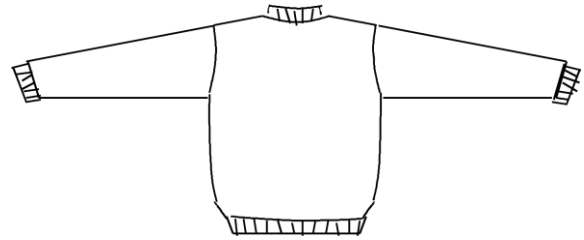
Folding dimensions

Max Length (cm)	Width (cm)
46	20
45	21
44	23
43	25
42	26
41	29
40	30
39	32
38	34
37	35

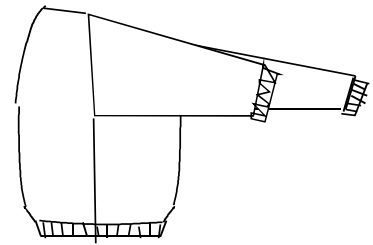*Example1: when width of item is 35 cm, max length is 37 cm*

Example2: when width of item is 20 cm, max length is 46 cm

Specifications

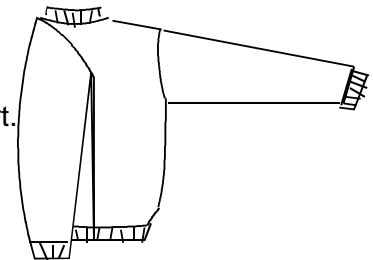### Light Weight Jackets/Sweatshirts

Step 1
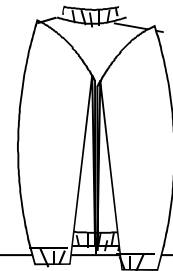- Lay sweatshirt face down.

Step 2
- Fold one side of sweatshirt over.
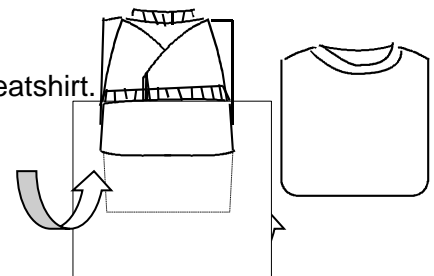- Pull tightly to ensure a clean line.

Step 3
- Fold arm down along edge of sweatshirt.
- Make sure arm forms a clean line along edge of sweatshirt.

Step 4
- Repeat steps 2 & 3 for other side of sweatshirt.
- For XL and XXL sweatshirts there may be extra material
- from the arm that goes over the 11" folding line, please tuck this
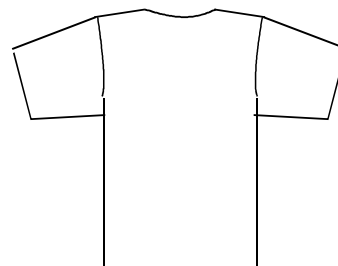- under so it lines up with the fold.

Step 5
- Fold bottom up approximately 1/3 of entire length of sweatshirt.
- Fold sweatshirt up to top of neckline.

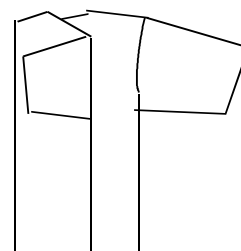**Step 6**
- Place into polybag and seal.

T-Shirts/Fleeces

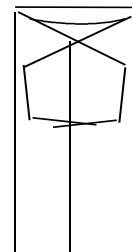**Step 1**
- Lay T-shirt/Fleece face down.

Step 2
- Fold one side of T-shirt/Fleece over.
- Pull tightly to ensure a tight line.
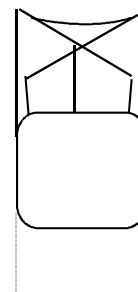- Fold sleeve back to edge of opposite side.

Step 3
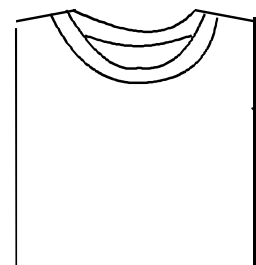- Repeat step 2 for the other side of T-shirt/Fleece.

Step 4
- Fold bottom up approximately 1/3 of entire length of T-shirt/Fleece.

Step 5
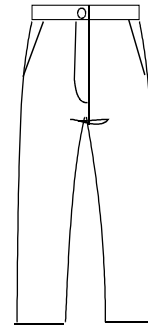- Fold T-shirt/Fleece up to top of neckline.

Step 6
- Place into polybag and seal.
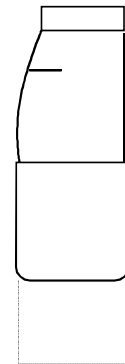
Pants/Shorts

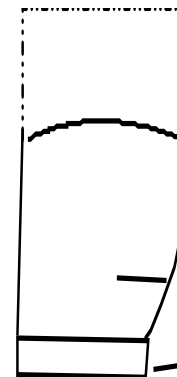**Step 1**
- Lay pants/shorts face up.

Step 2
- Fold one side of pants/shorts over.
- Pull tightly to ensure a tight line.

Step 3
- Fold from top to bottom. Fold as specified on order 1/2 or 1/3.
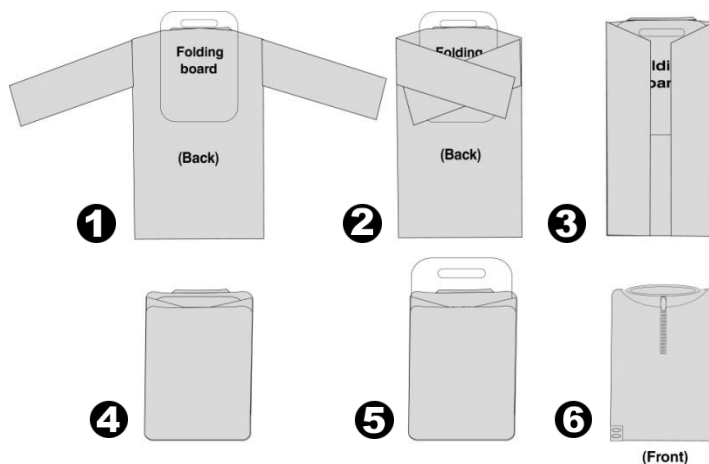
Step 4
- Place into polybag and seal.

Light Weight Jackets/Sweatshirts for Ladies and Kids

Step 1
- Center the folding board on the back of the fleece as shown.

Step 2
- Fold in the sleeves of the fleece.

Step 3
- Fold in the sides of the fleece.

Step 4
- Fold the fleece in half for a single fold.

Step 5
- Remove the folding board.

Step 6
- Turn the fleece over and apply the correct size sticker as shown.

- Within a stack, make sure that all shirts and size stickers line up evenly.

- Stacks should be sized smallest to largest, top to bottom.

T-Shirts and Tanks Tops for Ladies and Kids

Step 1
- Center the folding board on the back of the tee as shown.

Step 2
- Fold in the sleeves of the tee to touch the sides of the board.

Step 3
- Fold in the sides of the tee.

Step 4
- Fold the tee in half for a single fold.
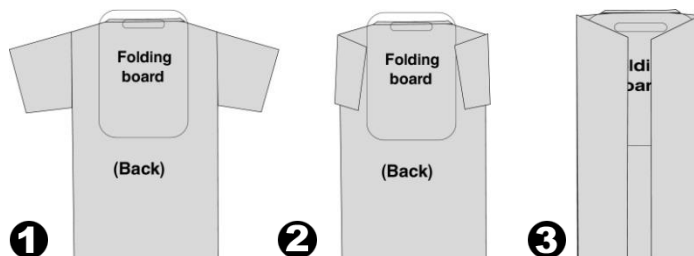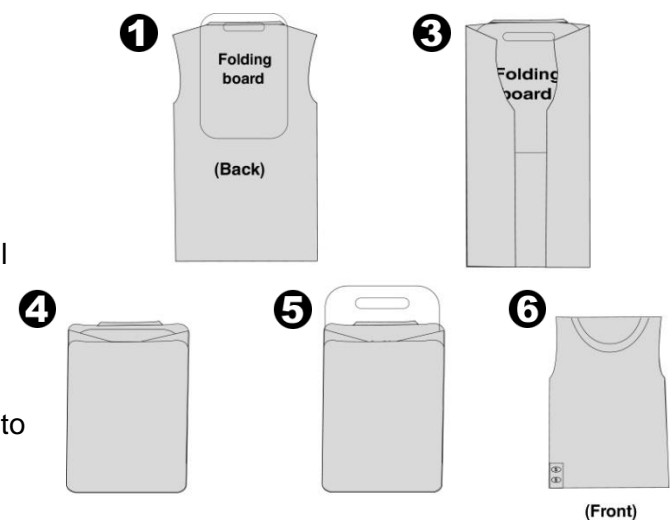
Step 5
- Remove the folding board.

Step 6
- Turn the tee over and apply the correct size sticker as shown.

- Within a stack, make sure that all tees and size stickers line up evenly.

- Stacks should be sized smallest to largest, top to bottom.

Pants/Shorts for Ladies and Kids

Step 1
- Hold shorts/pants with the front facing you.

Step 2
- Fold shorts/pants in half, front facing you.

Step 3
- Place folding board UNDERNEATH shorts lining up the board with the left side of the shorts/pants. (The diagram to the left is only showing the folding board for placement.)
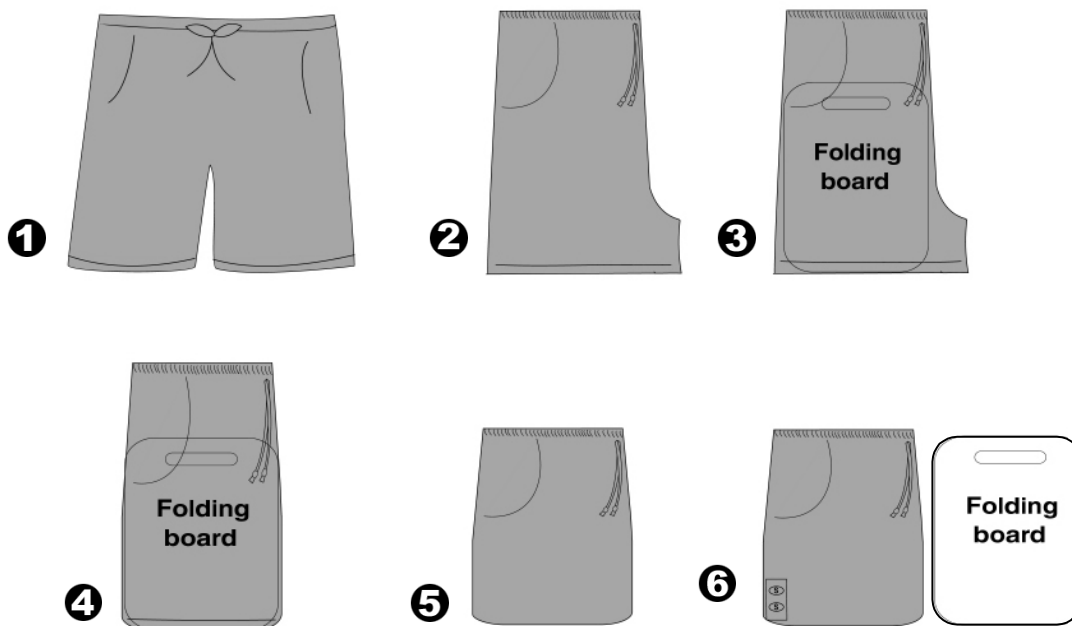
Step 4
- Fold the crotch of the shorts/pants around the folding board to create a straight line.

Step 5
- Fold the bottom of the shorts under so the sorts are the same size as the board.

Step 6
- Apply the correct size sticker as shown.

Shoe laces

Low cut models
- Laces must be 5 high
- Laces must be going inside on the top

Demi to Hi cut models

- Laces must be 6 high
- Laces must be going inside on the top