Folding Standards
Merchandise purchased for Foot Locker is required to be folded in a manner appropriate for store presentation and processing efficiency in our service centers. 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 polybagged and sealed

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

   No items should be shipped on hangers, unless approved by the buying staff and noted under special instructions on the purchase order

   All adult shirts, jerseys, sweaters, sweatshirts, tops and fleece must have the front fold width dimensions of 12" and a depth of 12.5" (or as per purchase order instructions)

    All Ladies and Kids shirts, jerseys, sweaters, sweatshirts, tops and fleece must have the front fold width dimensions of 8.5"

   Individual gym bags and backpacks must be folded flat and in a sealed polybag with the logo or focal point of graphic visible

Foot Locker/Champs Sports Folding Specifications

Light Weight Jackets/Sweatshirts

Step 1
   Lay sweatshirt face down.
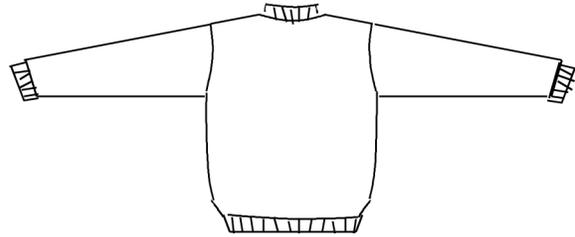
Step 2
   Fold one side of sweatshirt over.
   Pull tightly to ensure a clean line.
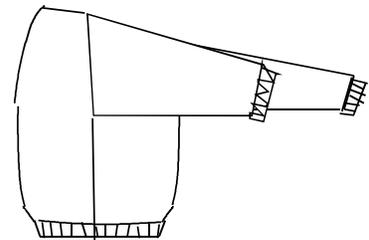
Step 3
   Fold arm down along edge of sweatshirt.
   Make sure arm forms a clean line along edge of sweatshirt.
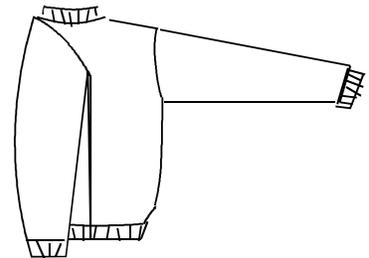
Step 4
   Repeat steps 2 & 3 for other side of sweatshirt.
   For XL and XXL sweatshirts there maybe extra material
   from the arm that goes over the 11" folding line, please tuck this
   under so it lines up with the fold.
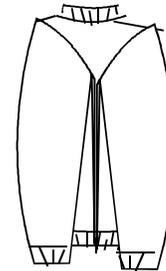
Step 5
   Fold bottom up approximately 1/3 of entire length of sweatshirt.
   Fold sweatshirt up to top of neckline.
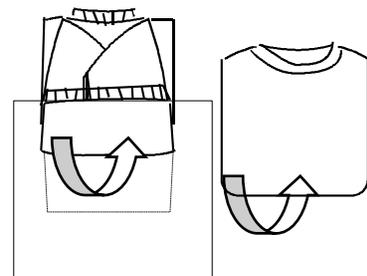
Step 6
   Place into polybag and seal.

T-Shirts

Step 1
　　Lay T-shirt face down.
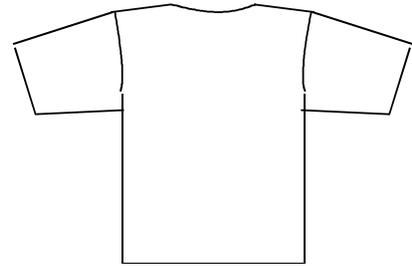
Step 2
　　Fold one side of T-shirt over.
　　Pull tightly to ensure a tight line.
　　Fold sleeve back to edge of opposite side.
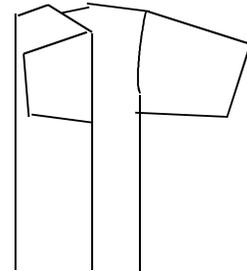
Step 3
　　Repeat step 2 for the other side of T-shirt
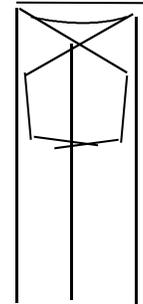
Step 4
　　Fold bottom up approximately 1/3 of entire length of T-shirt.
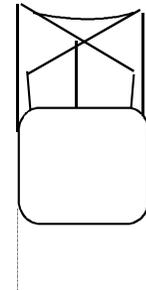
Step 5
　　Fold T-shirt up to top of neckline.
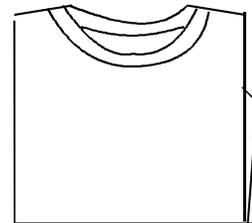
Step 6
　　Place into polybag and seal.

Pants/Shorts

Step 1
   Lay pants/shorts face up.
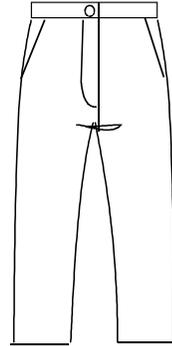
Step 2
   Fold one side of pants/shorts over.
   Pull tightly to ensure a tight line.

Step 3
   Fold from top to bottom. Fold as specified on order 1/2 or 1/3.
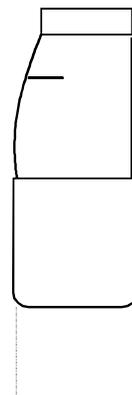
Step 4
   Place into polybag and seal.
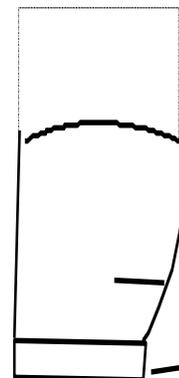
Lady Foot Locker and Kids Foot Locker Folding Specifications

Light Weight Jackets/Sweatshirts

Step 1
 Center the folding board on the
  back of the fleece as shown.
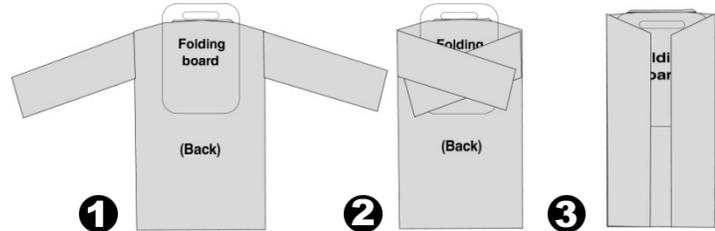
Step 2
  Fold in the sleeves of the fleece.

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

Step 1
   Center the folding board on the
   back of the tee as shown.
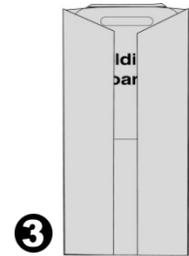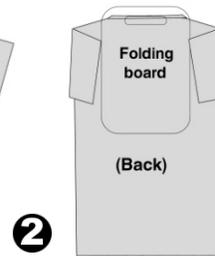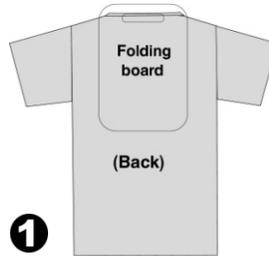
Step 2
   Fold in the sleeves of the tee to
   touch the sides of the board.
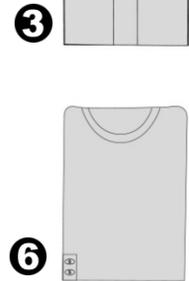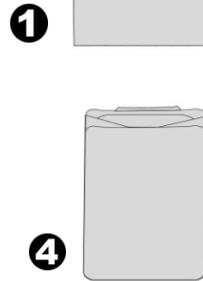
Step 3
   Fold in the sides of the tee.

 Step 4
   -Fold the tee in half for a single fold. (Fold in
   half again for a double fold – this fold is used
    in walls).

Step 5
   Remove the folding board.
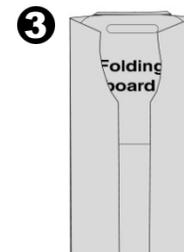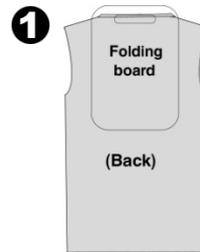
Step 6
- Turn the tee over and apply the correct size
sticker as shown.

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

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

FOOT LOCKER, INC.
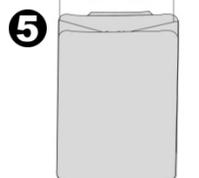
Pants/Shorts

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.