

## INTRODUCTION

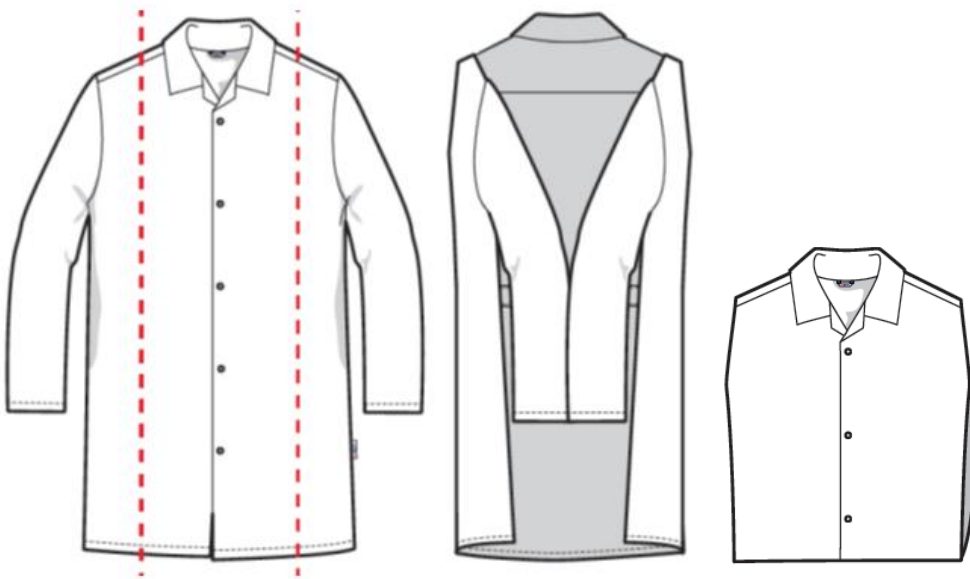
This is a general guide for folding finished garments. The purpose of these instructions is to ensure that each garment is folded consistently and correctly, either with or without a folding plate. The folding is always performed according to product specific instructions. If the folding plate is installed and used, it is fixed 4 cm above the table surface.

After folding, the folded garment is placed on the folding tables shelf or folding table below it. A pile of garments is moved from the folding table to a shelf trolley. In the shelf trolley, the place of garment pile is marked with the right customer number.

## 1. COATS, JACKETS AND SHIRTS

Coats, jackets, and shirts are folded with or without a folding plate. In the short coat or shirt, the top and the third buttons are fastened. In the long coat, the top, the third and second to last buttons are fastened.

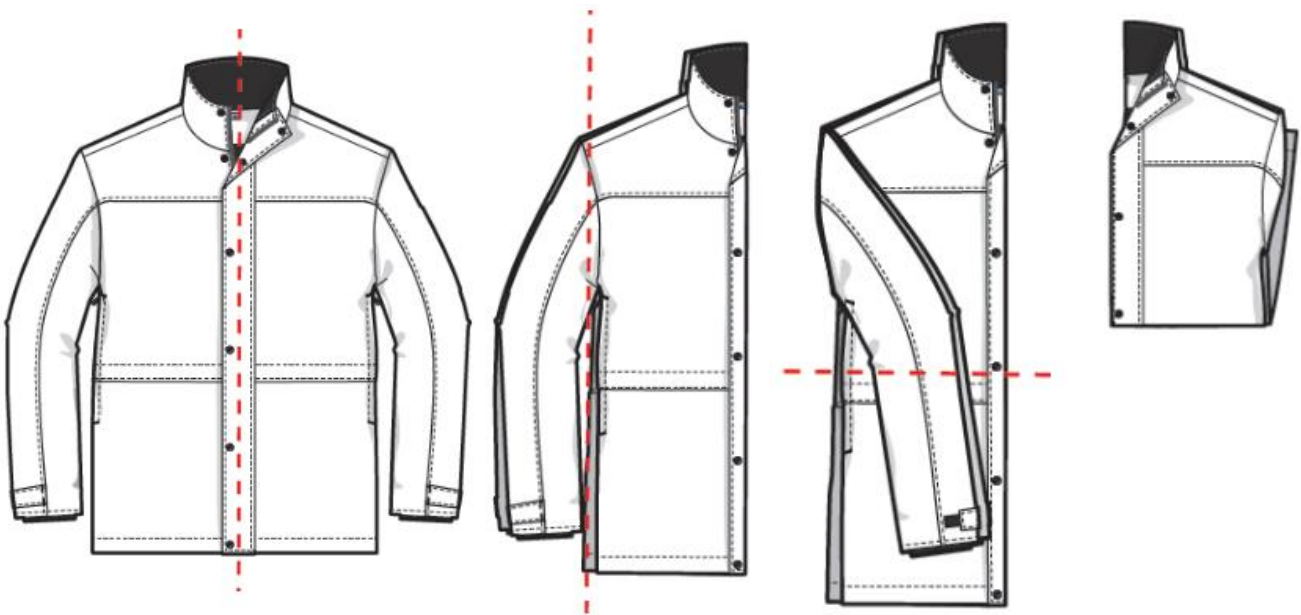
- The garment is taken by the shoulder seams and placed on the table with the back side up.
- The right edge of the garment is folded first. After that, the left edge of the garment is folded. The sleeve is folded over the previous fold.
- The hem of the garment is folded upwards, in the direction of the collar. If the garment is long, several folds are made.
- The front part of the garment is turned up so that the marking label is visible.



## 2. WINTER COATS

Winter coats are folded without a folding plate. The zipper is closed.

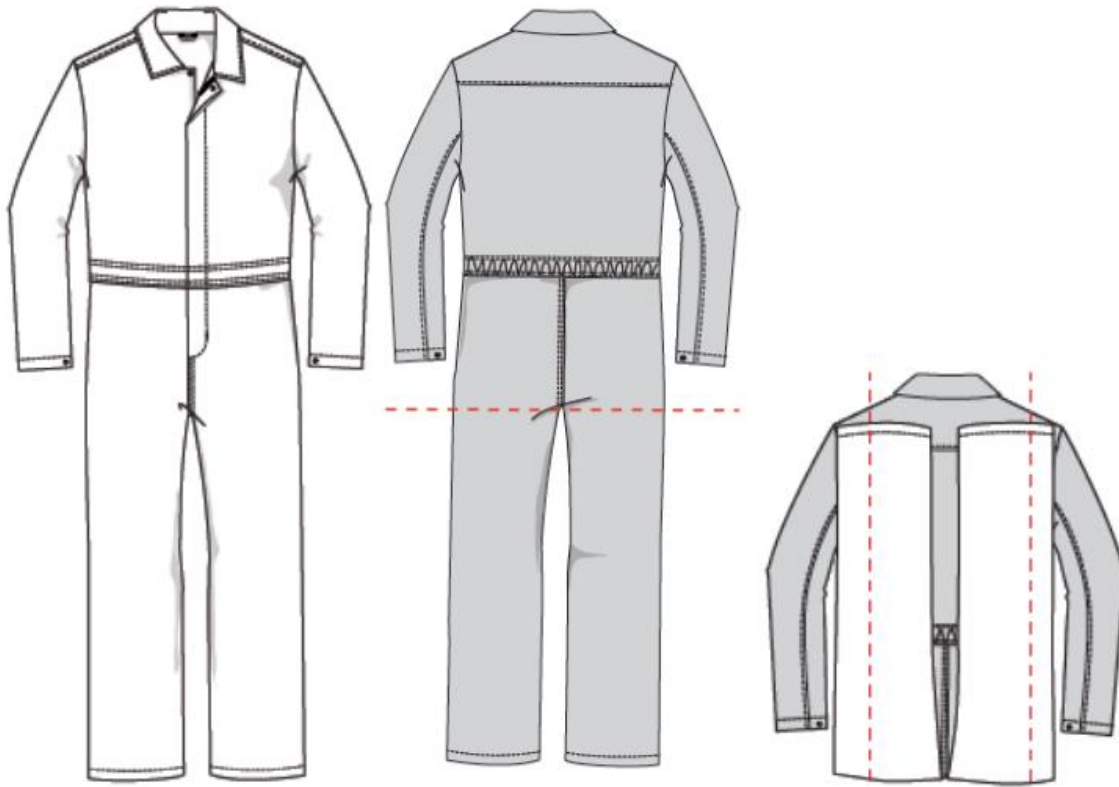
- The coat is taken by the shoulder seams, the back pieces are folded together and the coat is placed on the table.
- The sleeves are turned to the front side of the coat.
- One fold is made in a horizontal direction.
- The front part of the garment is turned so that the marking label is visible on the top of the folded garment.



## 3. OVERALLS

The overall is folded with or without a folding plate. The top and third buttons are closed.

- The overall is taken by the shoulder seams and placed on the table with the back side up.
- Legs are folded on the upper part of the overall. If the legs come over the collar, another fold is made.
- The right edge of the garment is folded first. After that, the left edge of the garment is folded. The sleeve is folded over the previous fold.



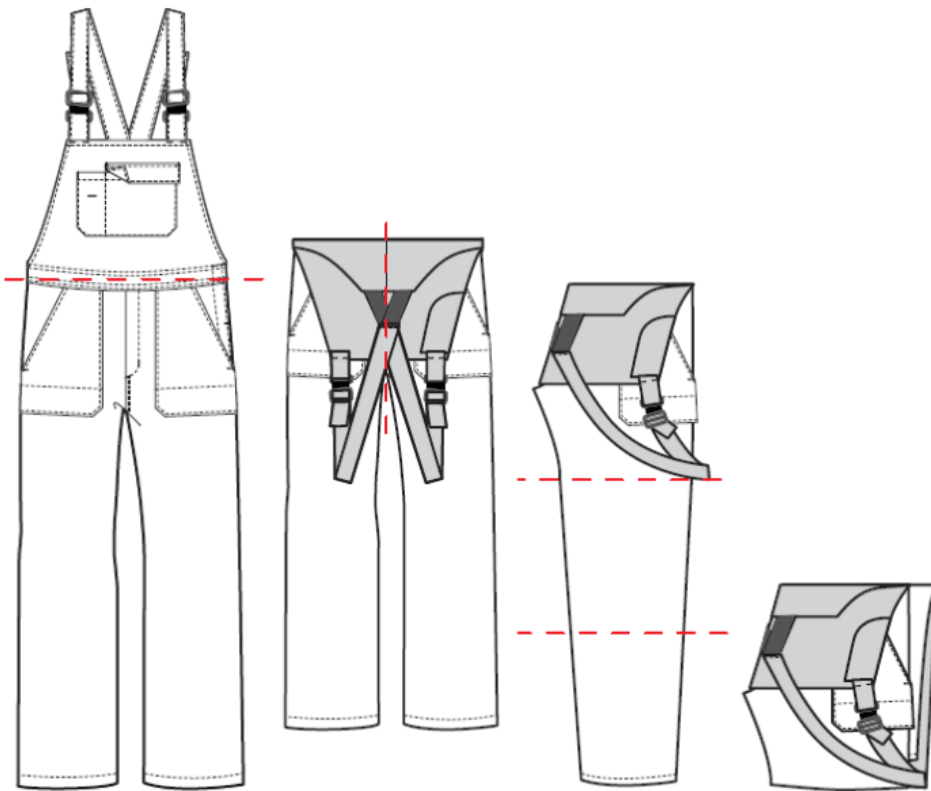
- The hem part is folded towards the collar. Two folds are made.
- The front part of the garment is turned up so that the marking label is visible.



#### 4. BIB & BRACES

The bib and braces are folded without a folding plate.

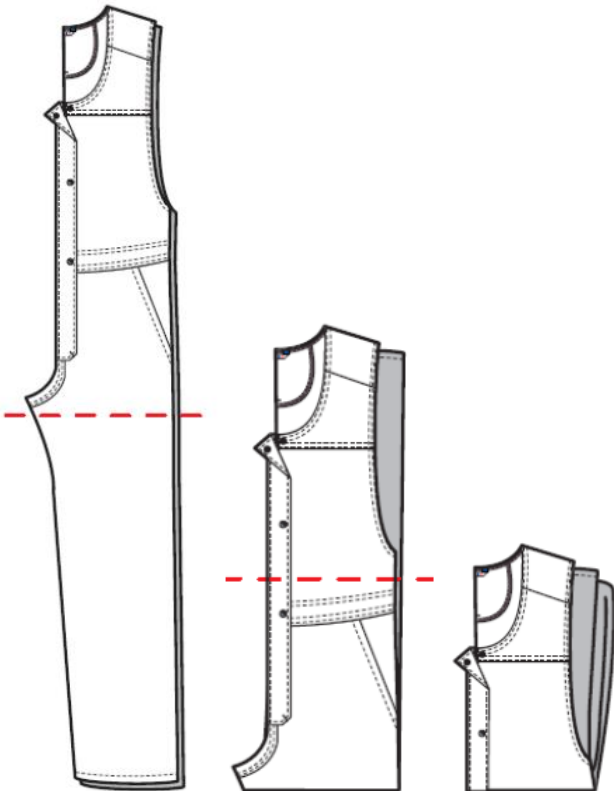
- The upper part of the bib and braces is folded down to the direction of trouser legs.
- The back pieces of the bib and braces are folded together. The waist part of the bib and braces is taken by the left hand. The leg seam is taken by the right hand, and the garment is straightened.
- The bib and braces are placed on the table. The marking label should be towards the table.
- The leg part is folded into three parts. The front part of the garment is turned up so that the marking label is visible.



## 5. DUNGAREES

The dungarees are folded without a folding plate.

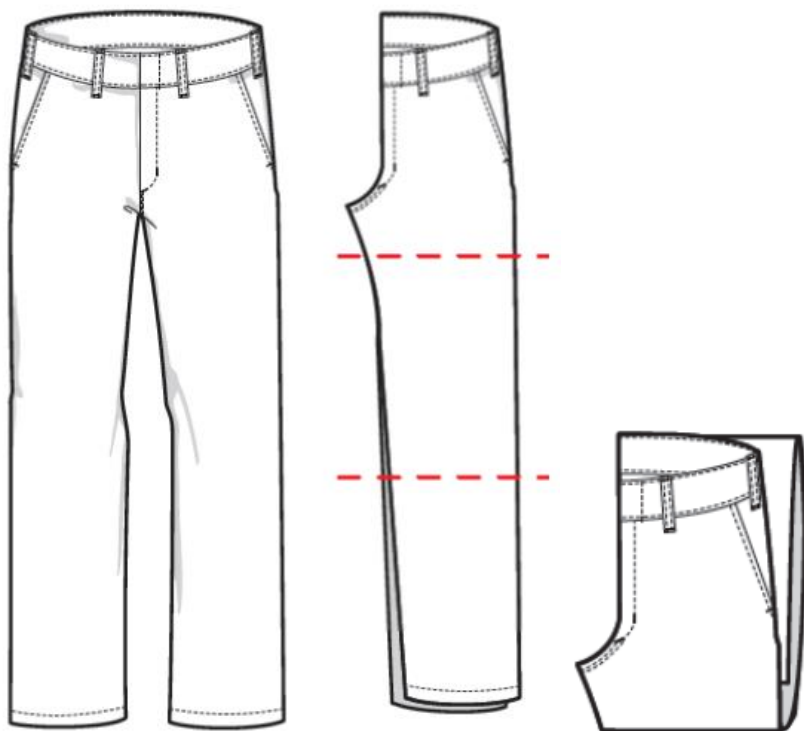
- The back pieces of the dungarees are folded together.
- One fold is made in the middle of the garment in a horizontal direction.
- One more fold is made in a horizontal direction. The front part of the garment is turned up so that the marking label is visible.



## 6. TROUSERS

The trousers are folded without a folding plate.

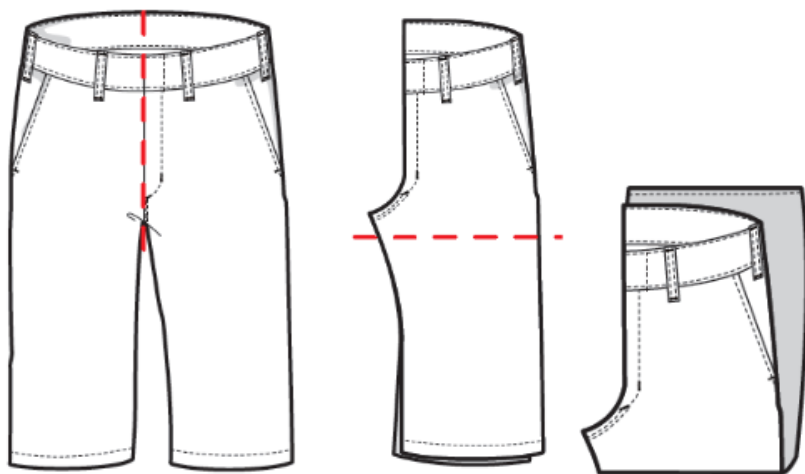
- The back pieces of the trousers are folded together.
- The waist part of the trousers is taken by the left hand. The leg seam is taken by the right hand, and the garment is straightened.
- The trousers are placed on the table. The marking label should be towards the table.
- The leg part is folded into three parts. The front part of the garment is turned up so that the marking label is visible.



## 7. SKIRTS AND SHORTS

The skirts and shorts are folded without a folding plate.

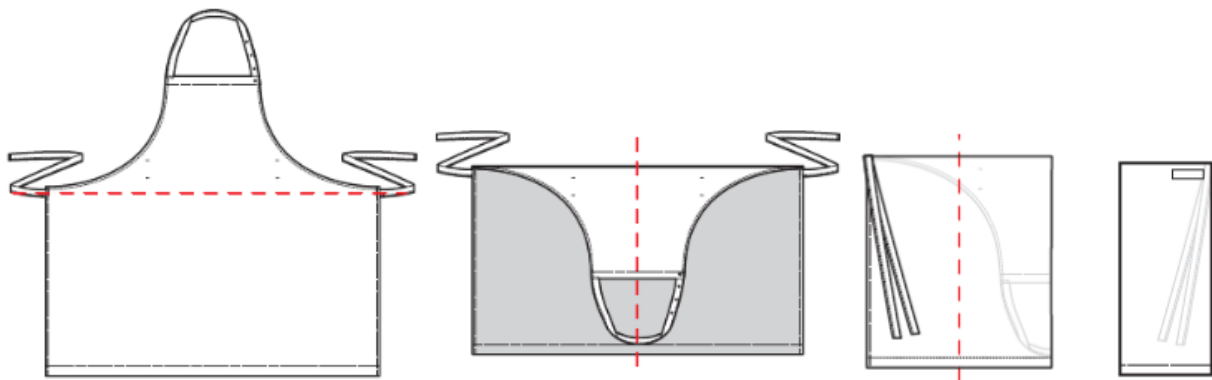
- The back pieces are folded together, and the garment is placed on the table.
- In the other direction, one fold is made. The front part of the garment is turned up so that the marking label is visible.



## 8. APRONS

The apron is folded without a folding plate.

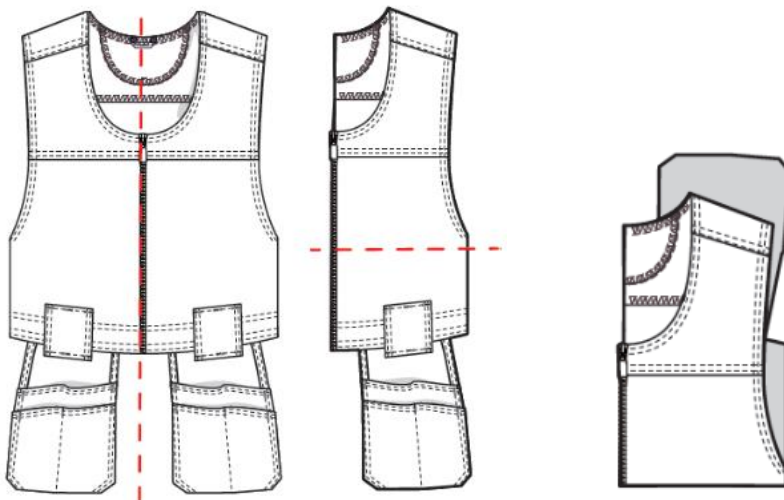
- The apron is folded in a longitudinal direction. The upper part of the apron is left inside the fold.
- The apron is placed on the table. The marking label should be towards the table.
- Apron strings are turned on the top of the apron. Another fold is made in a longitudinal direction.
- In the other direction, one fold is made. The front part of the garment is turned up so that the marking label is visible.



## 9. WAISTCOATS

The waistcoats are folded without a folding plate.

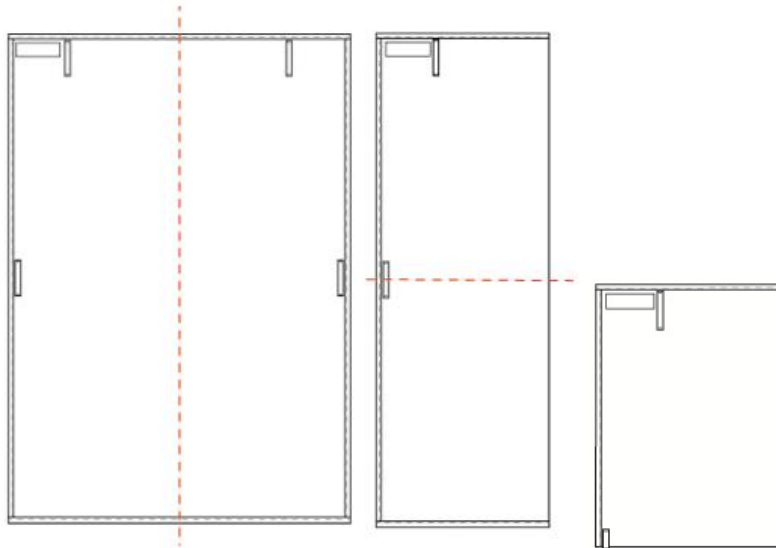
- The back pieces of the waistcoat are folded together.
- In the other direction, one fold is made. The front part of the garment is turned up so that the marking label is visible.



## 10. TERRY TOWEL

Terry towels are folded without the folding plate.

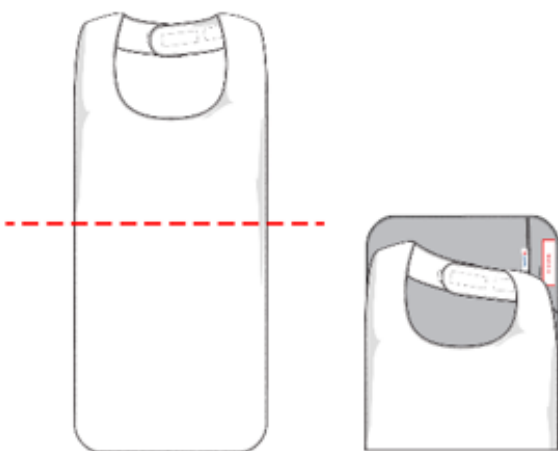
- The terry towel is folded vertically so that the code label is against the folding table.
- Fold the terry towel horizontally once.



## 11. BABY BIB

The baby bib is folded without a folding plate.

- The item is placed on the table, so that the marking label is facing upwards.
- The item is folded vertically once so that the marking label stays visible.





## 12. SLEEPING POUCH

The sleeping pouch is folded without a folding plate.

- Place the item on the table so that the pillowcase is facing upwards on the left.
- The item is folded vertically into half.
- The item is folded horizontally into half.

