## Fold Method Codes and Diagrams

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**SEE**
See Spec Pack or Standard Operating Procedures Manuals (SOP) for other fold methods.
BF10 - Bottom - Center Crease - Quarter Fold

Folding Instructions:

1) *Do not close zippers or waist buttons.
2) Fold pant in half, with inseam to out seam at center.
3) Invert front by tucking in the waistband zipper side.
4) Fold pant in half by bringing the bottom of the leg up to the top of the pant.
5) Fold pant in half again.
6) Do not press fold in garment form.

* All kids bottoms must have closure at waist and fly zipper closed prior to folding and packaging.
BF11 - Bottom - Center Crease - Half Fold

Folding Instructions:

1) *Do not close zippers or waist buttons.
2) Fold pant in half, with inseam to out seam at center.
3) Invert front by tucking in zipper side.
4) Fold pant in half by bringing the bottom of the leg up to the top of the pant.
5) Do not press fold in garment form.

* All kids bottoms must have closure at waist and fly zipper closed prior to folding and packaging.
BF12 - Bottom - Center Crease - Third Fold

Folding Instructions:

1) *Do not close zippers or waist buttons.
2) Fold pant in half, with inseam to out seam at center.
3) Invert front by tucking in zipper side.
4) Fold pant leg in thirds - bottom edge to above knee and fold up to waist edge.
5) Do not press fold in garment form.

* All kids bottoms must have closure at waist and fly zipper closed prior to folding and packaging.
BF13 - Bottom - Flat Fold - Back out - Third Fold

Folding Instructions:

1) *Do not close zippers or waist buttons.
2) Fold pant front to front with fold at rise.
3) Fold pant leg in thirds - bottom edge to above knee and fold up to waist top edge.
4) Do not press fold in garment form.

* All kids bottoms must have closure at waist and fly zipper closed prior to folding and packaging.
BF14 - Bottom - Flat Fold - Front out - Third Fold - Folded Crotch

Folding Instructions:

1) *Do not close zippers or waist buttons.
2) Fold pant back to back with fold at rise.
3) Fold pant leg in thirds - bottom edge to above knee and fold up to waist top edge.
4) Do not press fold in garment form.

* All kids bottoms must have closure at waist and fly zipper closed prior to folding and packaging.

Crotch folded in
BF15 - Bottom - Flat Fold - Front out - Third Fold - Open Crotch

Folding Instructions:

1) *Do not close zippers or waist buttons.
2) Fold pant back to back with fold at rise.
3) Fold pant leg in thirds - bottom edge to above knee and fold up to waist top edge.
4) Do not press fold in garment form.

* All kids bottoms must have closure at waist and fly zipper closed prior to folding and packaging.

Open crotch
BF16 - Bottom - Flat Fold - Back / Front out - Half Fold

Folding Instructions:

1) *Do not close zippers or waist buttons.
2) Fold short/pant front to front, back out or back to back front out.
3) Fold short leg in half - bottom edge up towards waist top edge.
4) Do not press fold in garment form.

* All kids bottoms must have closure at waist and fly zipper closed prior to folding and packaging.

Back out for pant or short:

Front out for pant or short with pleat:
BF17 - Bottom - Flat Fold - No Fold

Folding Instructions:

1) *Do not close zippers or waist buttons.
2) Fold short front to front or back to back and skirt half center fold.
3) Do not press fold in garment form.

* All kids bottoms must have closure at waist and fly zipper closed prior to folding and packaging.

Short Front to Front Fold - Back out:

Pleated Short Back to Back - Front out:

Skirt Half Center Fold:
BF18 - Skirt - Half Fold

Folding Instructions:

1) Close all zippers or waist buttons
2a) A-Line/Full Skirt - Fold from waist to sweep to left side of the center back.
2b) Straight/Pencil Skirt - Fold Half Center fold
3) A-Line/Full Skirt - Fold from waist to sweep to right side of the center back.
4) Fold bottom to align with waistband edge, square half fold
5) Do not press fold in garment form.

Note: This fold method is also used for long skirts skorts and men’s swimming trunks.

A-Line / Full Skirt:

![A-Line / Full Skirt Diagram]

Straight / Pencil Skirt - Half fold w/Center fold:

![Straight / Pencil Skirt Diagram]
BF19 - Skirt - Long and Full - Half Fold

Folding Instructions:

1) Close all zippers or waist buttons
2) Fold from waist to sweep to left side of the center back.
3) Fold from waist to sweep to right side of the center back.
4) For full skirt, fold right side overlap sweep toward the left side.
5) Fold skirt in Half - bottom hem edge to waist band edge.
6) Do not press fold in garment form.

Long Skirt:
BF20 - Woven Boxer

Folding Instructions:

1) Fold back bottom hems to bottom of waistband.
2) Fold left side 1/3 to center.
3) Fold right side 1/3 to center.
4) Do not press fold in garment form.
BF21 - Knit Brief / Boxer

Folding Instructions:

1) For Knit Brief, fold back bottom fold edge to bottom of back elastic waistband.
2) For Knit Brief Boxer, fold bottom inseam hems to top of waistband.
3) For Knit Loose Fit Boxer, fold bottom hems past top of waistband approximately 1” to 3”.
4) For Knit Brief Boxer and Knit Loose Fit Boxer, fold left and right side in to square from bottom fold edge.
5) For all, fold right side in 1/3 to center.
6) For all, fold left side in 1/3 to center.
7) Do not press fold in garment form.

Knit Brief:

Knit Brief Boxer:

Knit Loose Fit Boxer:
TF10 - Bodysuit - Third Fold

Folding Instructions:

1) Button all buttons and snaps.
2) Fold back ¼, right sleeve to left side.
3) Fold right sleeve edge toward bottom hem creating a diagonal fold from outside shoulder.
4) Fold back ¼, left sleeve to right side.
5) Fold left sleeve edge toward bottom hem creating a diagonal fold from outside shoulder.
6) Fold bottom edge to align with shoulder edge, square third fold.
7) Do not press fold in garment form.

Use for sizes 10 and above:
TF11 - Top - Camisole, Tank or Vest

Folding Instructions:

1) Strap to be adjusted as to the required length on the Spec..<br>
2) Fold ¼ right side to center back, adjust strap.<br>
3) Fold ¼ left side to center back, adjust strap.<br>
4) Fold bottom edge to align with strap length as shown on the sketch.<br>
5) Camisole and Vest half fold, tank third fold.<br>
6) Do not press fold in garment form.

Camisole:

Tank:

Vest:
TF12 - Top - Folded Sweater or Jacket - Third or Half Fold

Folding Instructions:

1) Zip zipper and button buttons (see Garment Spec Pack for exceptions).
2) Fold collar at 2nd button to lay as lapel and hood will lay smooth.
3) Fold right sleeve to left side.
4) Fold left sleeve to right side.
5) Fold bottom to align with shoulder edge, square.
6) Do not press fold in garment form

Tops less than 30 inches (76 cm):

Tops greater than 30 inches (76 cm):

Sweater:
TF13 - Top - Third or Half Fold

Folding Instructions:

1) Fold right sleeve to left side.
2) Fold left sleeve to right side.
3) Fold in ¼ right side to center back.
4) Fold in ¼ left side to center back.
5) Fold bottom fold to align with shoulder edge, square. If garment is long, fold 2" - 6" from bottom hem to middle of the garment before fold to align with shoulder edge.
6) Do not press fold in garment form.

Tops less than and equal to 25 inches (64cm) in length - Long sleeve half fold:

Tops less than and equal to 25 inches (64cm) in length - Short sleeve half fold:

Tops greater than 25 inches (64cm) in length - Long sleeve third fold:
Tops greater than 25 inches (64cm) Short sleeve third fold:
TF14 - Top - Robe, Overalls, Dress or Sleeper

Folding Instructions:

1) Close garment. If button front, button all buttons.
2) Fold 1/4 right side to center back.
3) Fold right sleeve to right underarm intersection.
4) Fold 1/4 left side to center back.
5) Fold left sleeve to left underarm intersection.
6) Fold sleeve edge toward bottom hem creating a diagonal fold from outside shoulder.
7) Fold bottom hem up 1/3.
8) Fold bottom fold to align with shoulder edge, square.
9) Do not press fold in garment form.
10) Women’s only - If belted, loop belt through back neck locker loop.
11) For Overalls, Dresses and Sleeper follow the fold as the sketch.

Robe:
Overalls:

Dresses:

Sleeper:
TF15 - Top and Bottom Set - Third Fold Top - Bottom Inserted

**Folding Instructions - Top**

1) Button all buttons, exceptions requested on Garment Spec Pack.
2) Place folded bottom garment, centered on upper back at neck edge.
3) Fold left sleeve towards right side.
4) Fold 1/2 right sleeve on to front.
5) Fold 1/4 right side to center back.
6) Fold 1/4 left side to center back.
7) Fold bottom shirt up 4” - 8”.
8) Fold bottom fold to align with shoulder edge, square.
9) Right sleeve hem will show on front side.
10) Do not press fold in garment form.

**Folding Instructions - Pant**

1) Fold pant in half, back-to-back with out seams aligned.
2) Fold left front crotch point to out seam edge.
3) Fold pant in 1/2 - bottom edge to top waist edge.
4) Fold bottom fold edge to top waist edge.
5) Do not press fold in garment form.
TF16 - Top - Sleeve Showing on Pack

Folding Instructions:

1) Button all buttons.
2) Fold left sleeve to right side.
3) Fold left cuff to right shoulder.
4) Fold back right sleeve head to back.
5) Fold ¼ right side to center back.
6) Fold ¼ left side to center back.
7) Fold bottom shirt up 4” – 8”
8) Fold bottom fold to align with shoulder edge, square.
9) Right sleeve cuff will align with front bottom fold edge, on front
10) Do not press fold in garment form.
11) For short sleeve follow the fold as the sketch

Long Sleeve:

Short Sleeve:
TF17 - Top - Sleeve Not Showing on Pack

Folding Instructions:

1) Button all buttons.
2) Fold at side seam left sleeve to right side.
3) Fold left cuff to right shoulder.
4) Fold at side seam right sleeve to left side.
5) Fold right cuff to left shoulder edge.
6) Fold ¼ right side to center back.
7) Fold ¼ left side to center back.
8) Fold bottom shirt up 4” - 8”
9) Fold bottom fold to align with shoulder edge, square.
10) Do not press fold in garment form.
TF18 - Top - Wrinkle Free Treated Fabric - Wider Fold

Folding Instructions:

1) Button all buttons.
2) Fold right sleeve to center back, with sleeve open.
3) Fold left sleeve to center back, with sleeve open
4) Fold bottom shirt up 4” - 8”
5) Fold bottom fold to align with shoulder edge, square.
6) Do not press fold in garment form.
TF19 - Top - Top and 1 Piece Hooded Items

Folding Instructions:

1) Button all buttons and zippers.
2) Fold at side seam right sleeve to left side or sleeve diagonally.
3) Fold at side seam left sleeve to right side or sleeve diagonally.
4) Fold bottom to align with shoulder edge, square half fold
5) Fold hood at shoulder edge to form third fold.
6) Do not press fold in garment form.

Top Hooded Item:

[Diagram showing folding instructions for a top hooded item]

1 Piece Hooded Item:

[Diagram showing folding instructions for a 1 piece hooded item]
TF20 - Top - or Top with Tank - Third Fold

**Folding Instructions:**

**Top:**
1) Button all buttons.
2) Fold back ¼, right sleeve to left side.
3) Fold right sleeve edge toward bottom hem creating a diagonal fold from outside shoulder.
4) Fold back ¼, left sleeve to right side.
5) Fold left sleeve edge toward bottom hem creating a diagonal fold from outside shoulder.
6) Fold bottom shirt up 4” - 8”
7) Fold bottom fold to align with shoulder edge, square.

**Tank:**
8) Fold tank separately and insert to the blouse as shown on the sketch.
9) Fold tank back to back with fold at center.
10) Fold tank in half - bottom edge to shoulder edge.
11) Do not press fold in garment form.

**Top:**

**Top with Tank:**
TF21 - Top and Bottom Set - Half Fold Top (Bottom Inserted)

Folding Instructions:

1) Button all buttons and zippers.

**Bottom:**
2) Fold pant front to front with fold at rise.
3) Fold pant in thirds - bottom edge to above knee.
4) Place folded pant at center of the back jacket as shown on the sketch.

**Top:**
5) Fold at side seam right sleeve to left side diagonally.
6) Fold at side seam left sleeve to right side diagonally.
7) Fold bottom to align with shoulder edge, square half fold
8) Follow dresses fold as sketch shown.
9) Do not press fold in garment form.

Top and Bottom Set:

![Diagram of top and bottom set with folding instructions.]
Dress with Panty:
BH10 - Hanging - Bottom - Center Crease

Hanging Instructions:

1) Do not close zippers or waist buttons.
2) Fold pant in half, with inseam to out seam at center.
3) Invert front by tucking in the waistband and zipper side.
4) Apply hanger.
5) Do not steam or press garment while on hanger.

Note:

Garment on hangers will be packed flat. Exception for garments over the maximum carton length must be limited to single or maximum of two folds.
BH11 - Hanging - Bottom - Flat

Hanging Instructions:
1) Close zippers or waist buttons.
2) Flatten garment at side seam or fold edge.
3) Apply hanger.
4) Do not steam or press garment while on hanger.

Note:
Garment on hangers will be packed flat. Exception for garments over the maximum carton length must be limited to single or maximum of two folds.

Pant:  

Short:
Skirt:
FH11 - Hanging - Intimates and Swim

Note:

Garment on hangers will be packed flat. Exception for garments over the maximum carton length must be limited to single or maximum of two folds.
TH10 - Hanging - Tops and Suits

Top:
Suit:

Note:

Garment on hangers will be packed flat. Exception for garments over the maximum carton length must be limited to single or maximum of two folds.
TH11 - Hanging - Top - Robe (Wrap Closure)

Note:

Garment on hangers will be packed flat. Exception for garments over the maximum carton length must be limited to single or maximum of two folds.
TH12 - Hanging - Top and Bottom Set

Note:
All kids sleepwear must have bottom hanging behind top instead of hanging inside the top.
ND01 - N. Direct - Ties

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 (approx.) 6” x 8” x 1 ¼” presentation box, tissue paper optional
4) Shrink-wrap or poly-bag 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

Notes to Remember
- Ties must be placed in a presentation box.
- Each tie box must be shrink-wrapped or poly-bagged with a NORDSTROM.com barcode sticker placed on the outside of wrap or bag.
ND02 - N. Direct - Intimates and 2pc Swim Tops

Folding Instructions:
1) With closures fastened, fold straps back into cups.
2) Fold in half.
3) Place the folded garment into the correct poly-bag size and seal the poly-bag with clear tape or heat sealing. The Heat Sealing method requires poly-bags with three half-moon (or butterfly-vent) holes ¼" in diameter and evenly spaced.

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.
ND03 - N. Direct - Bodysuit and 1pc Swim

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 poly-bag and seal the poly-bag with clear tape or heat sealing. (If the heat sealing method is used all poly-bags must have three half-moon or butterfly-vent holes ¼” diameter and evenly spaced.

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.