## PACKAGING COMPLETED ORDERS

* Prior to boxing, staff verifies:
  + all production is complete
  + all products are accounted for
  + all misprints have been counted, reviewed, processed and replaced if necessary
  + all misprints and irregular counts have been recorded, both on the WO and in the system

\*. Failure to record product problems and misprint into the system can result in corrective action \*

* Bundle by style/color/size (e.g. g220/Navy/MD)
  + T-Shirts & Long Sleeve Tees
    - bundle by 10s
    - fold in half, bring collar to bottom seam
    - tuck in sleeves
  + Sweatshirts & Jackets
    - bundle by 5’s
    - fold in half, bring collar to bottom seam
    - tuck in sleeves
  + Other garments
    - ask the shipper or manager
* Every package in every shipment:
  + - must be labeled with the KPS QTY sticker
    - QTY sticker must be signed by staff who verified counts in box
    - 40lbs or under
    - taped securely on bottom
    - Packed full but not over-packed/bulging
    - Leave top open for QC and shipping team
* Every order must be delivered with a packing slip.
  + - All packing slips should reflect correct quantities being delivered.
    - Shortages must be noted in the misprint section of the job page and you must have approval to ship
    - overages must be noted
      * copy packing slip in to word document and edit QTYs.

This guide represents the procedure you should follow when performing these actions to reduce mistakes and present a unified quality to our customers. Failure to follow the above or inquire about differences prior to proceeding will result in disciplinary action. This verbiage should be cleaned up and included on all of these.