**PACKAGING**

Make sure all locations are completed before starting

USE BEST JUDGEMENT TO PACKAGE BEAUTIFULLY FOR CUSTOMER

BUNDLING color style size

* SHIRTS - every 10-fold in half (collar to bottom seam) and tuck in sleeves FRONT OF SHIRT FACING OUT
* DRESS SHIRTS/ BUTTON UP- every 1-picely fold each shirt individually, when placing in box alternate how you lay the collars down.
* JACKETS/SWEATSHIRTS - every 5-fold in half (collar to bottom seam) and tuck in sleeves FRONT OF JACKET FACING OUT
* PANTS every 1 alternation ways of stacking
* BEANIES - every 10 flip piles of 10 alternating ways
* BLANKETS- every 1 follow manufactures fold when possible
* TOTE BAGS- every 10 flip piles of 10 alternating ways
* DUFFLE BAGS- every 5 flip of 5 alternating ways
* HATS – 25 per row

Fill out quantity size sticker (orange and white box stickers)

* Top box-PO#
* BOX \_\_\_OF\_\_\_ number bs a you go on the left blank side, when done boxing, fill in the right side with total number of boxes
* SIZE | QTY - unisex just use size abbreviations, women's put a W in front of size abbreviations, youth put Y in front of size abbreviations. SM=small, MD=medium, LG=large, XL=extra- large, 2XL=XX or 2xl'
* PACKED BY-you can use your first name or your first and last initial

Orange and White boxes - don't cover up anything printed on these boxes, we pay someone to put the printed things on the box. Make sure you mind full of where you put your stickers. Orange boxes get the orange tape on the bottom, white boxes get the clear tape on the bottom.