

# Manor Packaging Specification

**The purpose of the Packaging Specification is to ensure that the goods arrive at the delivery location undamaged. The correct folding way and of course also the packaging plays a key role in this. The goods should be packed in such way that they withstand the transport without damage and can be immediately hung up/displayed in the store, without needing any further preparation such as steaming or ironing.**

**From an environmental perspective and with regard to efficient work processes, should be the packaging as sparingly as possible, but as extensively as necessary. Unpacking the goods and disposing of the packaging materials properly is time-consuming.**

**Therefore, the basic guiding principle is: As much as necessary, as little as possible.**

## 1. Placement Principles

**The following instruction applies to the product types described below:**

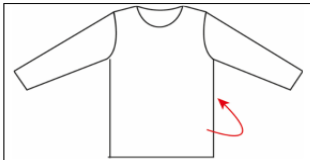
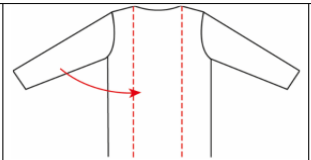
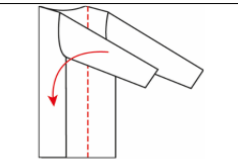
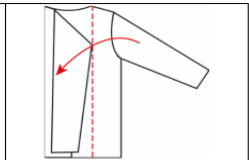
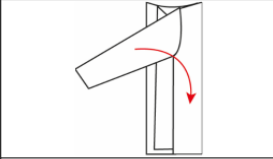
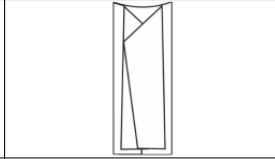
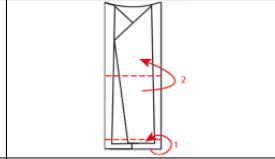
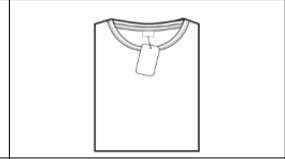
- Items are folded and stacked on top of one another and placed in a master bag.
- The master bag should be sealed with transparent tape.
- The polybag is always larger than the transport carton so that the goods are not too restricted, and the bag is able to be closed easily.
- Use foam, bubble wrap, or other cushioning materials only if necessary to prevent damage or wrinkles as best as possible.

### 1.1 Products Flat packed

- Clothing should be flat packed to prevent creasing. Turn sleeves to the back and fold the item, ensuring the logo side of the main hangtag is visible. (See below specified instruction)
- Sensitive accessories as e.g. brooches, decorative buttons, buckles, etc. must be wrapped in tissue paper only if necessary to protect it from damage.


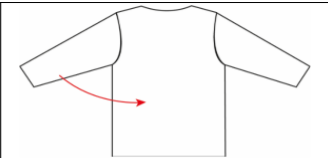
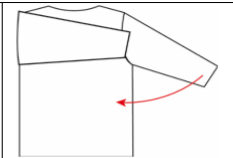
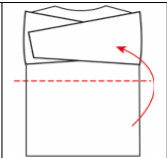

- Folding Specifications (see below drawing)

**Tops: Folding Type A**

			
Turn to the reverse side.	View of the folds	Move the left side over to the right.	Lay the sleeve straight down.
			
Move the right side over to the left.	Lay the sleeve straight down.	1. Fold the bottom edge upwards. 2. Fold in half.	Turn the item over.

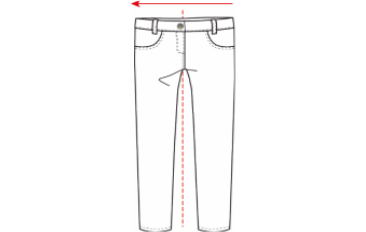

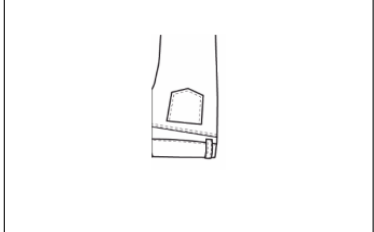


Tops: Folding Type B

				
Front View	Spread out the garment on its front and fold over the left sleeve	Fold the right sleeve over to the other side	Fold in half	Ready to ship



Trousers: in general

		
Fold in half, front inside.	Fold the leg in half.	Completed folding



Trousers: with crease

Fold in half, inner seams together.	Fold the lower third of the trouser leg upwards.	Fold again.	Completed folding

Trousers: with longer legs

Fold in half, front inside.	Fold the lower third of the trouser leg upwards.	Fold down the upper part of the trousers.	Completed folding

Dress

Back view of the dress	Spread out the dress.	1. Fold side over.	2. Fold the other side over.	Fold evenly lengthwise.	Front view of the ready-to-ship dress

Skirt

	Spread the skirt out.	Fold the skirt in half.	Fold in the bottom of the skirt.	Ready-to-ship skirt

- Accessories



- Special handling for sensitive materials
  - Separate the garments by tissue paper to prevent damage or impress, only if it is necessary



- Use only if it is necessary individual polybag for extreme sensitive fabric such as silk, cashmere, leather, etc. The dimensions of the polybag matching to article folding sizes, no empty space in polybag



Add cardboard insert or tissue paper to protect sensitive or particularly fine materials from slipping or creasing

- Use polybag and inner box for men's stiff collar shirt



- Swimwear → For items of swimwear hygienic liners are mandatorily required!

- Handbag

Goods must be placed into a suitably sized plastic bag.

The polythene bag should have 2 small C cuts to expel excess air.

The bag should also be printed with an anti-suffocation notice and recycle logo

The seal of the bag should be permanent or securely tape sealed.

The goods could be wrapped or filled in with cardboard or tissue paper if necessary.

All zips, clips and fasteners should be protected with foam sheets or bubble wrap.

All bags with handles should have these positioned inside the bag wherever possible.



## 1.2 Products on hanger

- For items on hangers, tissue paper could be used between hangers to prevent marks.



Items on hanger for children's

## 1.3 Moisture-proof

- It always must be ensured that the goods arrive clean and in dry condition in the MANOR warehouse and store, Silica gel (Superdry) could be accepted to used only in exceptional cases and after Manor's approval in writing.