

AEO Floor Ready Fold Guide

Last Updated: **January 2020**

Version: 4



AMERICAN EAGLE
OUTFITTERS

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Vendor Compliance Manual, Version 4, Jan 2020

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ST - STANDARD BOARD FOLD: SHORT SLEEVE

standard board size: 10" wide x 12" long
finished fold size: 10" wide x 12" long



1. Place garment face down. Center board at top of garment.



2. Fold each side in tightly to the width of the board.



3. Fold bottom of garment upwards as necessary to tightly fit the length of the board. **This does not always apply to women's merchandise.**



4. Fold bottom of garment to neckline. This will help keep the neckline of the garment supported.



5. Before removing the standard board, turn the garment over and straighten edges.



6. Remove board & place size dot.

FINISHED

ST - STANDARD BOARD FOLD: LONG SLEEVE

standard board size: 10" wide x 12" long
finished fold size: 10" wide x 12" long



1. Place garment face down. Center board at top of garment.



2. Fold each side in tightly to the width of the board.



3. Fold bottom of garment upwards as necessary to tightly fit the length of the board. **This does not always apply to women's merchandise.**



4. Fold bottom of garment to neckline. This will help keep the neckline of the garment supported.



5. Before removing the standard board, turn the garment over and straighten edges.



6. Remove board & place size dot.

FINISHED

STSO - STANDARD BOARD FOLD: SHORT SLEEVE - OUT

standard board size: 10" wide x 12" long
finished fold size: 10" wide x 12" long



1. Place garment face down. Center board at top of garment.



2. Fold each side in tightly to the width of the board, leaving one sleeve out.



3. Fold bottom of garment upwards as necessary to tightly fit the length of the board. **This does not always apply to women's merchandise.**



4. Fold bottom of garment to neckline. This will help keep the neckline of the garment supported.



5. Before removing the standard board, turn the garment over, wrap sleeve around to the front and straighten edges.



6. Remove board & place size dot.

FINISHED

STSO - STANDARD BOARD FOLD: LONG SLEEVE - OUT

standard board size: 10" wide x 12" long
finished fold size: 10" wide x 12" long



1. Place garment face down. Center board at top of garment.



2. Fold each side in tightly to the width of the board, leaving one sleeve out.



3. Fold bottom of garment upwards as necessary to tightly fit the length of the board. **This does not always apply to women's merchandise.**



4. Fold bottom of garment to neckline. This will help keep the neckline of the garment supported.



5. Before removing the standard board, turn the garment over, wrap sleeve around to the front and straighten edges.



6. Remove board & place size dot.

FINISHED

HSTF - HAB SHOP-TRI FOLD

board size: 11" wide x 12" long
 finished fold size: 11" wide x 12" long



1. Lay woven face down with the board centered, so the guideline of the board meets the bottom of the collar.



2. Fold the right sleeve across the board and woven.



3. At the middle point of the right sleeve, fold back towards the right side of the woven.



4. Repeat steps 2 and 3 on the left side of the woven.



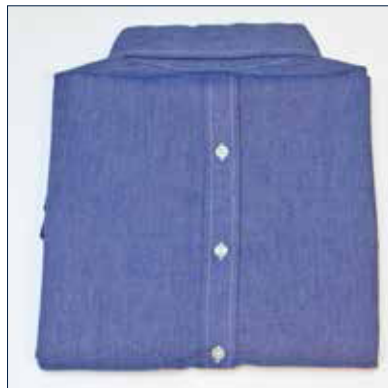
5. Fold the right side of the woven (sleeve included) tightly over the board towards the center.



6. Repeat step 5 on the left side.



7. Fold the bottom 1/3 of the woven upwards.



8. Remove the folding board, and fold the remaining portion of the woven up to the shoulder.



9. Flip the woven over, straighten edges, and place size dot.

FINISHED!

SLG - SIDEWAYS LARGE BOARD FOLD



1. Place garment face down. Center men's large board sideways (blue stripe to the left) at top of garment even with the neckline. 14.75" wide x 12" long.



2. Fold left sleeve across, aligning left edge of garment with left edge of board. Pull sleeve up to create a "Z", ensuring entire sleeve stays on top of board.



3. Fold right sleeve across, aligning right edge of garment with right edge of board. Pull sleeve up to create a "Z", ensuring entire sleeve stays on top of board.



4. Fold each side tightly inward to the width of the board.



5. Fold bottom of garment towards top of garment as necessary to tightly fit the length of the board.



6. Fold bottom fold of garment under to the garment neckline. This will help keep the neckline of garment supported and prevent excess fabric outside of the fold.

7. Remove the large board and tuck the hood in flat inside the folded front and back of the garment. Turn the garment over and straighten the edges.



FINISHED!

8. Finished standard board size from shoulder to bottom fold is 14.75" wide x 12" long

9. Size sticker should be placed 1" up from bottom fold and 1" from right side of fold.

GBF - GRAPHIC BOARD FOLD: SHORT SLEEVE

graphic board size: 11" wide x 11.5" long
finished fold size: 11" wide x 11.5" long



1. Place garment face down. Center board at top of garment.



2. Fold each side in tightly to the width of the board.



3. Fold bottom of garment upwards as necessary to tightly fit the length of the board. **This does not always apply to women's merchandise.**



4. Fold bottom of garment to neckline. This will help keep the neckline of the garment supported.



5. Before removing the standard board, turn the garment over and straighten edges.



6. Remove board & place size dot.

FINISHED

GBF - GRAPHIC BOARD FOLD: LONG SLEEVE

graphic board size: 11" wide x 11.5" long
finished fold size: 11" wide x 11.5" long



1. Place garment face down. Center board at top of garment.



2. Fold each side in tightly to the width of the board.



3. Fold bottom of garment upwards as necessary to tightly fit the length of the board. **This does not always apply to women's merchandise.**



4. Fold bottom of garment to neckline. This will help keep the neckline of the garment supported.



5. Before removing the standard board, turn the garment over and straighten edges.



6. Remove board & place size dot.

FINISHED

GBFSO - GRAPHIC BOARD FOLD: SHORT SLEEVE - OUT

graphic board size: 11" wide x 11.5" long
finished fold size: 11" wide x 11.5" long



1. Place garment face down. Center board at top of garment.



2. Fold each side in tightly to the width of the board, leaving one sleeve out.



3. Fold bottom of garment upwards as necessary to tightly fit the length of the board. **This does not always apply to women's merchandise.**



4. Fold bottom of garment to neckline. This will help keep the neckline of the garment supported.



5. Before removing the standard board, turn the garment over, wrap sleeve around to the front and straighten edges.



6. Remove board & place size dot.

FINISHED

GBFSO - GRAPHIC BOARD FOLD: LONG SLEEVE - OUT

graphic board size: 11" wide x 11.5" long
finished fold size: 11" wide x 11.5" long



1. Place garment face down. Center board at top of garment.



2. Fold each side in tightly to the width of the board, leaving one sleeve out.



3. Fold bottom of garment upwards as necessary to tightly fit the length of the board. **This does not always apply to women's merchandise.**



4. Fold bottom of garment to neckline. This will help keep the neckline of the garment supported.



5. Before removing the standard board, turn the garment over, wrap sleeve around to the front and straighten edges.



6. Remove board & place size dot.

FINISHED

FS - FASHION FOLD



1. Place garment face down.



2. Fold arms across body.
Arms on long sleeve garments may slightly overlap.



3. Fold bottom up to the neck.
This will keep the neckline of the garment supported.



FINISHED!

4. Turn garment over & place size dot.

VQF - VERTICAL QUARTER FOLD



1. Place garment face down.



2. Fold garment in half from left to right



3. Fold bottom up to the neck. This will keep the neckline of the garment supported. Place size dot.

FINISHED!

HF - HANGING FOLD



1. Place garment face up.

2. Size stickers should be placed 1" from bottom of garment and 1" from right side of garment.



2. Place garment face down.



3. Fold arms across body.



FINISHED!

4. Fold bottom up to the neck. This will keep the neckline of the garment supported.

RTF2 - REVERSE TUCK FOLD



1. Fold pant in half vertically with back pockets facing out and joker facing up.



2. Pull fabric inward between pant legs. DO NOT fold crotch over both legs. Ensure all jeans are 11" across.



3. Fold pant in half, matching bottom cuff of leg to the bottom of the front pocket.



4. Fold pant in half again, matching the bottom of the half folded leg to the bottom of the waist band.



FINISHED!

5. Turn pant over, with front pocket facing up. All wrapbands should be placed 1.5" from right edge of garment. Top of waistband to top of wrapband should be 10".

6. Be sure that all jokers are centered equal distance from each side of the back pocket.

SH - SHORTS

Follow these steps to create a (SH) shorts fold.

Men's Shorts



1. Lay shorts flat, face down



2. Fold shorts in half vertically with front pocket facing out



3. Fold shorts in half horizontally with price ticket displayed

FINISHED!

Women's Shorts



1. Lay shorts flat, face down



2. Fold shorts in half vertically with front pocket facing out and price ticket is displayed

FINISHED!

SK - SKIRTS

Follow these steps to create a (SK) skirt fold.

Short Skirts



1. Lay skirt flat, face down.



2. Fold skirt in half vertically, waistband to waistband and hem to hem. Ensure price ticket is displayed



FINISHED!

3. Place size dot in bottom right corner of garment, one inch from bottom and one inch from right seam

Long Skirts



1. Lay skirt flat, face down



2. If needed for flare skirts, fold each side of the garment vertically to align the lower portion of the garment with waist width of the skirt



FINISHED!

3. Fold garment in half twice horizontally (tri-fold). Ensure price ticket is displayed.

DR - DRESSES / ROMPERS

Follow these steps to create a (DR) dress fold.

Short Dresses



1. Lay dress flat, face down



2. If needed for flared dresses, fold each side of the garment vertically to align the lower portion of the garment with the shoulder / strap width of the dress.



FINISHED!

3. Fold garment horizontally adjusting the number of folds based on garment length. Ensure price ticket is displayed.

Long Dresses



1. Lay dress flat, face down



2. If needed for flared dresses, fold each side of the garment vertically to align the lower portion of the garment with the shoulder / strap width of the dress.



FINISHED!

3. Fold garment in half twice horizontally (tri-fold). Ensure price ticket is displayed.

Follow these steps to create a romper dress fold. (Short or Long-Leg)



1. Lay romper flat, face down.



2. If needed, fold each side of the garment vertically to align the lower portion of the garment with the shoulder/strap width of the dress



FINISHED!

3. Fold garment horizontally adjusting the number of folds based on garment length. Ensure price ticket is displayed.

AC - ACCESSORIES

1. Please see the Special Instructions section of the Purchase Order for all accessories instructions

TFDC - TRI-FOLD DIE CUT



1. Lay out the boxer face down, tucking the crotch so it lays flat.



2. Fold the right side 2/3 of the way over to the left.



3. Fold the left side so it is even with the right side fold. Ensure the waist band is even.



4. Place the boxer clamp with the marketing face down and slide it under the boxer.



5. Ensure the narrow flaps are on top, and fasten the wide band together.



6. Fold the boxers in half.



7. Flip the boxers over.



8. Align the bottom bands so they are even.



9. Fasten the narrow flaps together.



10. Tuck the flaps between the packaging and the boxers.



FINISHED!

BCDC - BOXER CLAMP DIE CUT



1. Lay underwear face down, tucking crotch so it lays flat.



2. Fold left side of underwear 2/3 of the way over to the right side of the boxer.



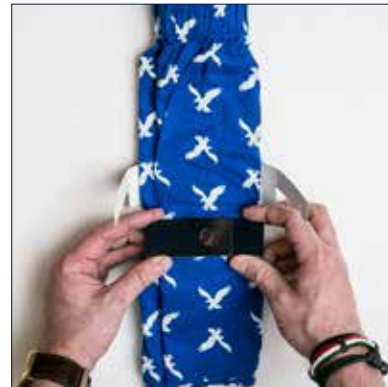
3. Fold right side of the underwear so it is even with the left side fold.



4. Fold right side again to the left side fold.



6. Place underwear in the center of the boxer clamp.



7. Wrap the bottom thick bands around the boxer.



8. Fold bottom to top and flap clamp over the fold with the top tags still out to the sides.



9. Secure top flaps around the boxer by attaching to the clamp.



10. Completed Boxer Clamp: Ensure all tabs are secured in the clamp and flip so that clamp is on the top of the boxer.

FINISHED!

UN - AERIE UNDIE / SWIM BOTTOM FOLDS



A. Full Coverage

1. Place garment face up. If back graphic, place garment face down. Size sticker will be placed on back.
2. Size stickers should be placed 1" down from top of garment and 1" in from right side of garment.



B. Thong

1. Place garment face up.
2. Size stickers should be placed 0.5" down from top of garment and 1" in from right side of garment.

SBP - SOCKS

INVISIBLE SOCKS



1. Layout socks and insert.



2. Place one sock over the insert, followed by the other sock.



3. Place the wrap band around the socks.

FINISHED!

PERFORMANCE SOCKS & BASIC SOCKS



1. Layout socks then stack the socks, by color.



2. Place the wrap band around the socks.



3. Secure the wrap band.

FINISHED!

FUN SOCKS & TUBE SOCKS



1. Layout socks then stack the socks, by color.



2. Fold the socks in half, then stack the socks.



3. Place the wrap band around the socks.
4. Secure the wrap band.

FINISHED!

TICKET PLACEMENT - GENERAL INSTRUCTIONS

Refer to the guidelines on the following pages when attaching price tickets to garments.

Tickets should never be placed through delicate fabrics that might be damaged by the swift tack gun.

- Examples of delicate fabrics: light weight synthetic knits, poly micro fiber, any knit or sweater that might run, etc. If you have a question about whether a fabric is considered delicate, please contact your vendor compliance representative.

Primary Placement (excluding undies):

- Primary placement will always be at the Center Back of the garment through the back side of a Size, Care/Content, or Country of Origin label.
- Always follow the Primary Placement whenever possible.
- Tickets should always be placed on the INSIDE of the garment, never on the outside.

Alternative Placement (excluding undies):

- Alternative placement will be in the seam allowance of shoulder seam or side seam, depending on the garment, and is specified in the following pages.
- Only use the Alternative Placement if primary placement is impossible.
- If neither Primary nor Alternative are possible, please contact your merchant team for instructions.

Undies:

- Only use 1.5" CLEAR swift tags to attach price tickets to Aerie garments.

Only use 3" CLEAR swift tags to attach price tickets to American Eagle & Aerie garments.

American Eagle will be inspecting all POs to make sure that price tickets are attached per this update beginning with BTS Initial POs. If any PO ships with tickets incorrectly placed, the factory will receive a charge back per AE Corporate Vendor Manual (DTK Unticketed/Incorrectly Ticketed Units, \$1 per unit/\$100 minimum).

TICKET PLACEMENT - LONG SLEEVE

Tops with Sleeves: Knit, Woven, Fleece, Sweaters & Outerwear.

Primary Placement:



- Attach price ticket through the BACK of the Center Back Size or Country of Origin loop label at Neckline.

Alternative Placement:



- Attach price ticket through the inside seam allowance of wearer's left shoulder 3/8" from neck seam. For seams without hanging seam allowance (flat-lock or felled seams), a selvage tab should be sewn into the seam with the same placement.

TICKET PLACEMENT - SLEEVELESS

Sleeveless Tops: Dresses, Tanks & Cami's.

Primary Placement:



- Attach price ticket through the BACK of the Center Back Size or Country of Origin loop label at top edge of garment.



- Attach price ticket through seam allowance of wearer's left side seam 3/8" from neck seam on the inside of the garment. For seams without hanging seam allowance (flat-lock or felled seams), a selvedge tab should be sewn into the seam with the same placement.

TICKET PLACEMENT - DENIM BOTTOMS

Denim Bottoms

Primary Placement:



- Attach price ticket through the BACK of the Size or Country of Origin loop label at Center Back Waistband.

Alternative Placement:



- Attach price ticket through Center Back seam allowance as close to waist band as possible. For seams without hanging seam allowance (flat-lock or felled seams), attach through Center Back seam.

TICKET PLACEMENT - NON DENIM BOTTOMS

Non-Denim Bottoms: Woven and Active.

Primary Placement:



- Attach price ticket through the BACK of the Size or Country of Origin loop label.

Alternative Placement:



- Attach price ticket through Center Back Seam allowance as close to waistband as possible. For seams without hanging seam allowance (flat-lock or felled seams), attach through Center Back seam.

RL - ROLL FOLD



1. Fold pant in half vertically with front pockets facing out and backer facing down.



2. Begin by folding the bottom of the pant 2 inches upward.



3. Continue rolling the pants in an upward motion until they reach the top of the waistband.



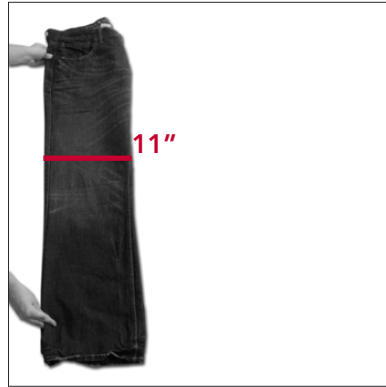
FINISHED!

4. Final pant should be packed as is, rolled with nothing binding it together.

TRTFM - THIN REVERSE TUCK FOLD MEN'S



1. Pull fabric inward between pant legs. DO NOT fold crotch over both legs.



2. Fold pant in half vertically with front pockets facing out. Ensure jeans do not exceed 11" in width.



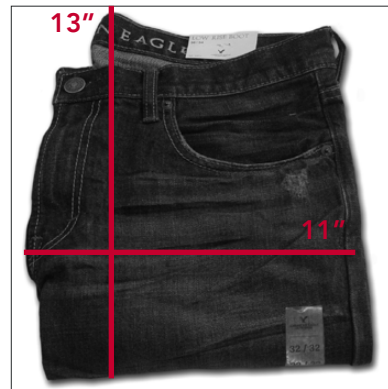
3. Fold pant in half, matching bottom cuff of leg to the bottom of the front pocket.



4. Fold pant in half again, matching the bottom of the half folded leg to the bottom of the waist band.



5. Turn pant over, with front pocket facing up. All wrapbands should be placed 1.5" from right edge of garment. Top of waistband to top of wrapband should be 10".



6. Ensure all jeans do not exceed 11" in width and 13" in length. Be sure all jokers are centered equal distance from each side of the back pocket.

FINISHED

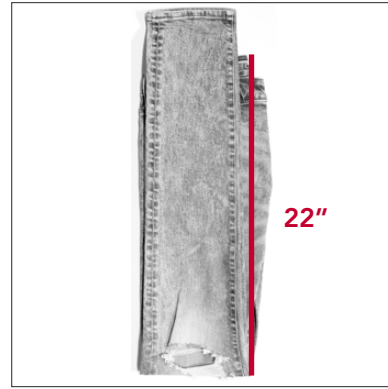
TRTFML - THIN REVERSE TUCK FOLD MEN'S LONG



1. Pull fabric inward between pant legs. DO NOT fold crotch over both legs.



2. Fold pant in half vertically with front pockets facing out. Ensure jeans do not exceed 11" in width.



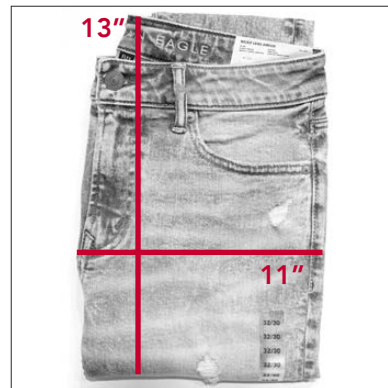
3. Fold pant in half, ensure waistband to fold is 22". Bottom cuff of leg may extend past waistband for longer sizes.



4. Fold pant in half again, matching the bottom of the half folded leg to the pocket.



5. For inseams 30" and above: tuck bottom cuff of leg into the fold of the waistband.



6. Ensure all jeans do not exceed 11" in width and 13" in length. Be sure all jokers are centered equal distance from each side of the back pocket.

FINISHED

TRTFW - THIN REVERSE TUCK FOLD WOMEN'S (SIZES 00-16/XXS-XL)
REFER TO THE NEXT PAGE FOR SIZES 18-24



1. Pull fabric inward between pant legs. DO NOT fold crotch over both legs.



2. Fold pant in half vertically with front pockets facing out. Ensure jeans do not exceed 9" in width.



3. Fold pant in half, matching bottom cuff of leg to the bottom of the waist band.



4. Fold pant in half again, matching the bottom of the half folded leg to the pocket.



6. Turn pant over, with front pocket facing up. All wrapbands should be placed 1.5" from right edge of garment. Top of waistband to top of wrapband should be 10".



7. Ensure all jeans do not exceed 9" in width and 13" in length. Be sure all jokers are centered equal distance from each side of the back pocket.

FINISHED

TRTFW - THIN REVERSE TUCK FOLD WOMEN'S (SIZES 18-24/XXL)



1. Fold pant in half vertically with front pocket facing out.



2. Fold crotch and waistband over together vertically. Ensure jeans do not exceed 9" in width



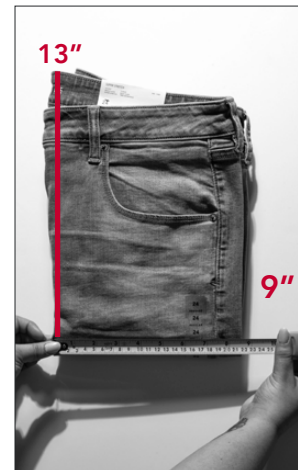
3. Fold pant in half, matching bottom cuff of leg to bottom of the waist band. Fold legs in half and separate to lay flat.



4. Fold pant in half again, matching the bottom of the half folded leg to the bottom of the pocket.



5. Turn pant over, with front pocket facing up. All wrapbands should be placed 1.5" from right edge of garment. Top of waistband to top of wrapband should be 10".



7. Ensure all jeans do not exceed 9" in width and 13" in length. Be sure all jokers are centered equal distance from each side of the back pocket.