

1. Lay shirt face down on table, make sure buttons are done up



2. Place folding board in the centre of the shirt between the shoulders, finger slot should be level with the collar



3. Fold right side of shirt across the folding board with the sleeve straight out



4. Fold right sleeve down so the outer crease is level with the folded edge of the shirt



5. Fold left side of shirt across the folding board with the sleeve straight out



6. Fold left sleeve down so the outer crease is level with the folded edge of the shirt



7. Fold the lower section of the shirt up across the folding board, gently hold the sleeves in place so no unwanted creases are created





8. Tuck the hem/bottom of the shirt in between the folding board and the sleeves (or simply fold under) so it is no higher than the collar of the shirt

9. Turn the shirt over

10. Remove the folding board

