

When you are not wearing your jacket; place it on a hanger – this helps it keep its shape and allows any recent creases formed during wear to drop out.

To help preserve your jacket and keep it looking at its best we recommend dry cleaning. We also recommend you do not clean it too frequently as every clean reduces the longevity of a clothing item.

To help avoid frequent cleaning try to remove any spills or dirty marks as soon as they happen.

Your garment can also be washed if dry cleaning is unavailable, please follow the instructions printed inside this leaflet relating to how to wash your jacket. If after washing you still have stains and marks, take it to a reputable Dry Cleaners who will clean it with care and press it back to shape.

In the unlikely event that your garment has some loose thread ends the first rule is NOT to pull them, you MUST ALWAYS cut them about 2mm away from the garment face, do not cut them any shorter.

If you decide to pull a thread end, in many instances it will create a worse problem.

The stitching types used in certain areas of garments are created in a way that pulling at a thread can cause it to unravel. e.g. hem stitching, button stitching, buttonhole stitching and some seam stitching.



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Ladies wear

How to Care for your New Uniform Jacket

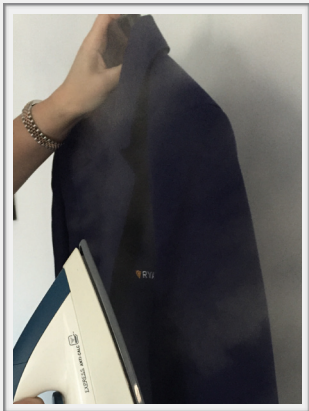


Jacket

As soon as you receive your jacket, place it on a hanger.



If it is heavily creased let it hang for 24 hours, if after 24 hours there are still some creases, vertical steam them out.



To vertical steam, you need an iron that will steam whilst it is in an upright position or a steam blast button – without touching the garment with the iron, allow the steam to flow over the creases, this will help to remove them.

Washing:

Do not bleach or use whiteners.
Do not use fabric conditioners (check your detergent does not have a conditioner in it or bleaching agents).

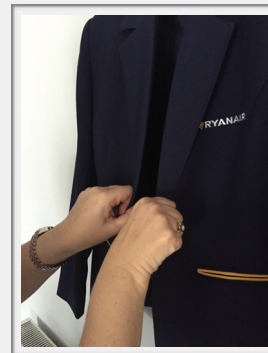
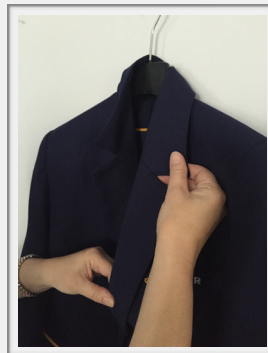


The Jacket should be washed on its own and not with other garments except your skirts.

Before washing fasten all buttons and turn it inside out.

Wash it at 30 degrees on a wool cycle or delicates cycle. It can be spun at a speed of 1200 revs to help it dry.

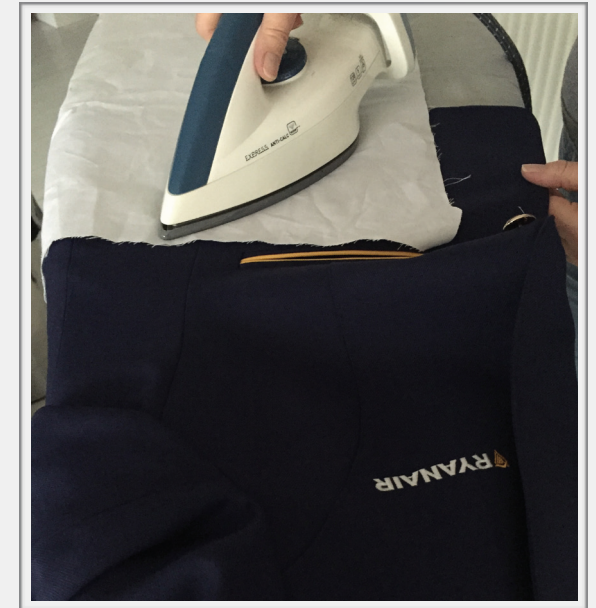
As soon as it has finished washing take it out of the washing machine and turn it back to being the right way round, then place it on a hanger and re-shape it whilst it is damp.



Wait until it is dry before you press or steam it.

Vertical steaming is always the better option.

If you do not have an iron that does this, place a cotton cloth between your garment and the iron to avoid making it shiny.



If you don't have a cotton cloth – a non fluffy tea towel or a pillow case is a good alternative (please make sure it is cotton).