

# SOP: Approved Wrapping Paper Folding and Taping Techniques

This SOP details the **approved wrapping paper folding and taping techniques** to ensure consistent, neat, and secure packaging. It covers step-by-step instructions for precise paper folding, optimal tape placement for durability, and methods to avoid wrinkles and damage. The goal is to enhance presentation quality, protect contents, and streamline the wrapping process for efficiency and professionalism.

## 1. Materials Required

- Approved wrapping paper (specified design or plain as per order)
- Clear adhesive tape (standard width, non-reflective recommended)
- Sharp scissors or paper cutter
- Ruler or straightedge
- (Optional) Double-sided tape for invisible seams
- (Optional) Stickers or branded seals

## 2. Preparation

1. Ensure work surface is clean and flat.
2. Gather all materials prior to starting.
3. Check contents to be wrapped for any defects or damage.
4. Measure and cut enough wrapping paper-allow at least 2â€³ inches overlap at seams.
5. Place gift or item face-down in the center of the cut paper.

## 3. Approved Folding Techniques

1. **Side Fold:**
  - Bring the longer sides of the paper up over the item, overlap edges neatly in the center.
  - Ensure corners remain sharp and paper lies flat against the item.
2. **End Fold (Envelope Fold):**
  - Press and crease the open ends, folding inward triangles to make flaps.
  - Fold the bottom flap up and secure with tape, then fold the top flap down tightly and tape.
3. **Corner Tucking:**
  - Crisply crease all edges using a ruler.
  - Fold excess paper into tidy triangles, tucking edges under for a clean finish.

## 4. Approved Taping Techniques

Technique	Placement	Procedure
Center Seam Seal	Across the main overlapping seam	Use a single straight strip of tape, no more than 0.5" wider than seam; avoid visible tape wherever possible by hiding under overlaps.
End Flap Taping	Where folded flaps meet	Place tape perpendicular to flap edge, securing the flap without excess overhang. Press tape firmly with fingertips.
Invisible Tapeless Finish	For visible surfaces	Use double-sided tape between paper layers, leaving exterior surfaces unmarred.
Corner Reinforcement (Optional)	On sharp corners or heavy items	Small tape squares folded under corners before final outer folds; keeps corners secure and prevents tearing.

## 5. Techniques to Avoid Wrinkles and Damage

1. Work slowly, smoothing paper as you fold to release trapped air.
2. If a crease forms, carefully lift and reposition before taping.
3. Keep hands clean and dry throughout process.
4. Do not stretch wrapping paper excessively-this may cause tears.

5. For irregular shapes, use extra tissue or padding to create a smooth base before wrapping.

## 6. Final Inspection and Presentation

1. Verify that all seams are straight, tape is secure, and edges/corners are crisp.
2. Remove any visible dust, lint, or fingerprints from the wrapped surface.
3. Add decorative elements (ribbons, bows, seals) as required by order guidelines.
4. Check for uniformity if wrapping multiple items for the same order.

## 7. Troubleshooting

- **Paper too short:** Re-cut with larger piece; do not patch with extra sheets.
- **Tape visible:** Remove and re-tape using hidden methods (see approved techniques).
- **Wrinkles formed:** Unfold and smooth gently; replace paper if wrinkled beyond correction.
- **Edges tearing:** Use reinforced edge techniques or switch to higher-quality paper.

*All personnel must be trained in these approved methods. Any deviations require supervisor approval.*