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# *International Domestic Placement Group*

[www.DomesticPlacementGroup.com](http://www.DomesticPlacementGroup.com)

## Shirts

Cotton and silk shirts should be laundered with great care, preferably by hand or in a home laundry. Starch should never be used on a silk shirt and only on the collars and cuffs of a cotton shirt, and then only if your employer insists!

-As soon as a shirt has been worn remove the collar stiffeners, cuff links, studs etc., check for missing buttons.

If using an outside laundry service make sure that all shirts are numbered and that a detailed laundry list is made out.

-(Shirts of a distinctive material and/or color and style can be photographed to assist with identification if necessary).

When shirts have been laundered check again for missing buttons

If your employer has a shirt of which he is particularly fond and the collars and cuffs are showing signs of wear (and he did not purchase spares) ask him if he would like to have white ones made

## Ties

-Again hang (or roll) in color .sequence. Ties do not always dry clean well, especially silk. Try to remove any stains yourself and press lightly with a damp cloth.

-Iron bow ties on the inside

## Shoes

-When possible, shoe trees should be put into shoes whilst they are still warm from wear.

-Shoes should be cleaned and aired after every wear. Apply polish and leave as long as possible before buffing with a soft cloth.

-If your employer has a perspiration problem, leave a cloth soaked in formaldehyde solution in the closet.

Rotate shoes for even wear. Store on racks or shelves, never pile shoes on top of one another.

## Sweaters

Fold carefully, use acid free tissue for delicate fabrics, cashmeres etc. Do NOT hang sweaters, file by weight and color. Wash or clean regularly, follow manufacturers instructions to the letter.