



SHIRT CIRCLE

C2C marketplace for match-worn, signed and collectible football shirts

PACKING GUIDELINES

Packaging guidelines for match-worn, signed and collectible football shirts

Issuing party	Shirt Circle VOF
Chamber of Commerce no.	42075122
Version	1.0 (English publication version)
Date	28 July 2026
Governing language	Dutch (Nederlands); the Dutch version prevails in the event of interpretation issues
Basis	Operational implementation of Seller Policy Art. 7.4

About this document

This is the English publication version of the Shirt Circle Packing Guidelines. They form the operational annex to the Seller Policy (Article 7.4) and set out what is understood by “adequate packaging” and which minimum requirements apply at which transaction value. The document serves as the assessment framework for the sanction provisions in the Seller Policy (Articles 8 and 9.3) and the Marketplace Protection Policy (Article 7.5). In the event of any discrepancy or difference in interpretation between the English and Dutch versions, the Dutch version prevails. The entity details will be updated after the conversion of Shirt Circle VOF into a private limited company (B.V.).

Table of contents

Article 1. Purpose and scope.....	3
Article 2. Guiding principles.....	3
Article 3. Permitted and prohibited materials.....	3
Article 4. Value-dependent minimum requirements.....	4
Article 5. Folding, wrapping and protection.....	4
Article 6. Certificates and accompanying documents.....	4
Article 7. Pack-out evidence.....	5
Article 8. Consequences of inadequate packaging.....	5
Article 9. Cross-border shipments.....	5
Article 10. Amendments and contact.....	5

Article 1. Purpose and scope

- 1.1 These Packing Guidelines (hereinafter: this Policy) describe how a Seller on the Shirt Circle platform must package an item, having regard to the nature of match-worn, signed and collectible football shirts.
- 1.2 This Policy has two functions. It protects the item and its signature, authenticity characteristics, printing and any wear patterns during transit. And it forms the standard against which it is assessed whether packaging is “adequate” within the meaning of the Seller Policy (Article 7.4) and whether the loss upon a denied insurance claim is to be borne by the Seller (Seller Policy Articles 8 and 9.3, Marketplace Protection Policy Article 7.5).
- 1.3 This Policy forms part of the Terms and Conditions and must be read in conjunction with the Seller Policy, the Marketplace Protection Policy and the Authenticity & Evidence Policy. Capitalised terms have the meaning given to them in the Terms and Conditions.

Article 2. Guiding principles

- 2.1 The Seller observes the following guiding principles when packaging:
 - a) **Protection of authenticity.** Signatures, printing, badges and unique wear patterns must not be affected by the packaging.
 - b) **Protection against moisture.** The item is shielded at all times from rain, condensation and spillage.
 - c) **Protection against abrasion and pressure creases.** Friction with shipping labels, tape or other parcels must not leave marks on the shirt.
 - d) **Protection of accompanying documents.** A certificate of authenticity (COA) or other evidence is packaged separately and is not in direct contact with the shirt.
 - e) **Traceability.** The parcel is packaged in such a way that the shipping label generated by the Platform is the only label identifying the parcel and no duplicate or old labels are visible.
 - f) **Proportionality.** The level of protection scales with the item price; the requirements in Article 4 are value-dependent.

Article 3. Permitted and prohibited materials

3.1 Recommended materials

- a clean, water-resistant polymailer (≥ 60 microns) or comparable resealable plastic sleeve;
- a clean corrugated cardboard box or sturdy padded envelope with cardboard reinforcement;
- void fill: inflated air pillows, bubble wrap or kraft paper;
- a polybag or tissue paper to shield the shirt from abrasion and moisture;
- an acid-free cardboard rigid backing for shirts with a signed autograph or sensitive printing;
- a separate transparent zip sleeve for a COA or other piece of evidence.

3.2 Prohibited materials and practices

- newspaper, coloured paper or other ink-bearing fillers that may transfer onto the shirt;
- polystyrene chips (loose fill) in direct contact with the shirt;
- adhesive tape, tape or stickers directly on the shirt or on the printing;
- resealable bags that are not fully dry and clean;

- re-used shipping boxes on which old shipping labels, barcodes or brand information are visible and not fully covered;
- vacuum packaging or heavy compression which leaves pressure creases on the printing or the shirt;
- packaging in which the parcel rattles or in which the shirt can slide freely.

Article 4. Value-dependent minimum requirements

4.1 The following minimum requirements apply on the basis of the item price (excluding the Buyer's Premium):

Value	Minimum packaging	Additional requirements
< €250	Polymailer (≥ 60 microns) with inner sleeve or tissue around the shirt	Void fill optional if the parcel is tight; pack-out evidence recommended
€250 – €999	Corrugated cardboard box or sturdy polymailer with cardboard reinforcement; shirt in inner sleeve; bubble wrap or air pillows as void fill	Signature + insurance mandatory; pack-out photograph or video mandatory; label clearly visible
€1,000 – €2,499 (grail)	Corrugated cardboard box; shirt folded in inner sleeve; bubble wrap around the item; sealed COA sleeve; rigid backing for signed items	Signature + insurance mandatory; pack-out video mandatory; sealing of box seams
≥ €2,500 (grail)	As €1,000 – €2,499, supplemented with a double outer carton (box-in-box) or equivalent outer protection	Pack-out video mandatory; consideration of separate carriage or a certified high-value route

4.2 For all shipments, it is recommended to ship the parcel in a neutral, discreet manner, without visible brand information on the outside, in order to reduce theft risks. For grail transactions (from €1,000), this is strongly recommended.

Article 5. Folding, wrapping and protection

- 5.1 The shirt is folded tightly and smoothly to a rectangular format that matches the packaging used, without hard folds at the height of the printing, a signature or a badge. Roll-folding is permitted for shirts without sensitive printing on the side being rolled.
- 5.2 A signed shirt is folded in such a way that the signature lies between two clean acid-free paper layers or a tissue, and does not come into direct contact with plastic or tape.
- 5.3 Where a polymailer is used, the folded shirt is first packaged in an inner sleeve or tissue. Where a box is used, the void is fully filled with void fill so that the shirt cannot slide inside the box.
- 5.4 Shipping labels are affixed to a smooth, flat side of the packaging and not at the height of seams or folds. Previous labels on re-used packaging are fully covered or removed.

Article 6. Certificates and accompanying documents

- 6.1 A certificate of authenticity (COA), photo-match report, proof of purchase or other piece of evidence is included with the shipment in a separate, sealed transparent sleeve or envelope.
- 6.2 Pieces of evidence are not in direct contact with the shirt, are not folded if the format is non-foldable, and are not affixed to the shirt with tape.
- 6.3 The presence and precise content of the accompanying pieces of evidence are recorded in the pack-out evidence (photograph or video).

Article 7. Pack-out evidence

- 7.1** For orders from €250, pack-out evidence is mandatory under the Seller Policy (Article 8). This evidence consists of time-stamped photograph or video successively showing:
- a) the shirt in undamaged condition, with visible unique features (printing, badge, any signature);
 - b) any accompanying pieces of evidence (COA or comparable);
 - c) the folding and packing of the shirt into the inner sleeve or tissue;
 - d) the placement of the shirt into the outer packaging, with void fill where required;
 - e) the closing and sealing of the packaging;
 - f) the shipping label generated by the Platform affixed to the packaging.
- 7.2** Preferably, the recording is a continuous, unedited video. Individual photographs are permitted, provided that the sequence is complete.
- 7.3** Below €250, pack-out evidence is recommended; however, the Seller bears its own evidentiary risk in the event of a SNAD or damage report where no pack-out evidence is available.

Article 8. Consequences of inadequate packaging

- 8.1** Inadequate packaging is at the expense and risk of the Seller (Seller Policy Article 7.4). Inadequate packaging includes in any event:
- the use of materials or practices prohibited in Article 3.2;
 - failure to comply with the value-dependent minimum requirements in Article 4;
 - the absence of void fill, resulting in the shirt having been able to slide within the packaging and having become damaged;
 - the absence of pack-out evidence from the threshold in Article 7.1.
- 8.2** Where an insurance claim is denied by the insurer on any of these grounds, the loss is passed on to the Seller (Seller Policy Article 9.3). Repeated inadequate packaging may also give rise to measures under the Enforcement Policy (Enforcement Policy Article 4, category “transport and shipping risks”).

Article 9. Cross-border shipments

- 9.1** For shipments outside the Netherlands, a customs declaration (CN22/CN23) and a commercial invoice are added additionally where the carrier so requires. The content of these documents is aligned with the item price as stated in the Listing.
- 9.2** For rail shipments to countries with an elevated risk of loss or theft, it is recommended to choose a discreet shipping route that is accepted by the Payment Service Provider and the insurer.

Article 10. Amendments and contact

- 10.1** Shirt Circle may amend this Policy and the thresholds referred to in it. Material amendments will be announced in accordance with the Terms and Conditions. Questions can be addressed to info@shirtcircle.eu.

— End of Packing Guidelines —