Mailflow Systems Survey

Note: Floor plan or sketch must be included showing dimensions of mailroom area. Windows, doors, columns, and other obstructions must be shown with dimensions.

Mail Collection Area: Yes / No Type of Table: Work / Storage / Console Height: 30" / 36" Shelf: Yes / No Doors: Yes / No / Locking Mail Sorting Area: Presort Area Needed: Yes / No Sorter Cabinet Style: Elevated / Non-elevated # of mail slots required: Slot Depth: 12" / 15" **Pre-configured sorters come standard with 3"H x 11" & 12"W slots that adjust in %"H increments. Mail Slot Configuration: Pre-configured / Custorm If Custom: " High x " Wide Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking Fine Sort Area Needed: Yes / No Sorter Cabinet Style: Elevated / Non-elevated # of mail slots required: Slot Depth: 12" / 15" **Pre-configured sorters come standard with 3"H x 11" & 12"W slots that adjust in %"H increments. Mail Slot Configuration: Pre-configured / Custom If Custom: " High x " Wide Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking Outgoing Mail Area: Equipment being utilized for processing or outgoing mail: Yes / No Provide overall size and description of each item Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking Shipping Station Needed: Yes / No # of Monitors # of CPU's # of Printers Special needs/additional considerations for Mail Center: Special needs/additional considerations for Mail Center:	Incoming Mail Area:
Presort Area Needed: Yes / No Sorter Cabinet Style: Elevated / Non-elevated # of mail slots required: Slot Depth: 12" / 15" **Pre-configured sorters come standard with 3"H x 11" & 12"W slots that adjust in %"H increments. Mail Slot Configuration: Pre-configured /Custom If Custom: " High x " Wide Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking Fine Sort Area Needed: Yes / No Sorter Cabinet Style: Elevated / Non-elevated # of mail slots required: Slot Depth: 12" / 15" **Pre-configured sorters come standard with 3"H x 11" & 12"W slots that adjust in %"H increments. Mail Slot Configuration: Pre-configured / Custom If Custom: " High x " Wide Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking Outgoing Mail Area: Equipment being utilized for processing or outgoing mail: Yes / No Provide overall size and description of each item Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking Shipping Station Needed: Yes / No # of Monitors # of CPU's # of Printers Other Requirements:	Mail Collection Area: Yes / No
Presort Area Needed: Yes / No Sorter Cabinet Style: Elevated / Non-elevated # of mail slots required: Slot Depth: 12" / 15" **Pre-configured sorters come standard with 3"H x 11" & 12"W slots that adjust in %"H increments. Mail Slot Configuration: Pre-configured / Custom If Custom: " High x " Wide Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking Fine Sort Area Needed: Yes / No Sorter Cabinet Style: Elevated / Non-elevated # of mail slots required: Slot Depth: 12" / 15" **Pre-configured sorters come standard with 3"H x 11" & 12"W slots that adjust in %"H increments. Mail Slot Configuration: Pre-configured / Custom If Custom: " High x " Wide Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking Outgoing Mail Area: Equipment being utilized for processing or outgoing mail: Yes / No Provide overall size and description of each item Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking Shipping Station Needed: Yes / No # of Monitors # of CPU's # of Printers Other Requirements:	Type of Table: Work / Storage / Console Height: 30" / 36" Shelf: Yes / No Doors: Yes / No / Locking
Sorter Cabinet Style: Elevated / Non-elevated # of mail slots required: Slot Depth: 12" / 15" **Pre-configured sorters come standard with 3"H x 11" & 12"W slots that adjust in ½"H increments. Mail Slot Configuration: Pre-configured /Custom	Mail Sorting Area:
**Pre-configured sorters come standard with 3"H x 11" & 12"W slots that adjust in ½"H increments. Mail Slot Configuration: Pre-configured /Custom	Presort Area Needed: Yes / No
Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking Fine Sort Area Needed: Yes / No Sorter Cabinet Style: Elevated / Non-elevated # of mail slots required: Slot Depth: 12" / 15" **Pre-configured sorters come standard with 3"H x 11" & 12"W slots that adjust in ½"H increments. Mail Slot Configuration: Pre-configured / Custom If Custom: " High x " Wide Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking Outgoing Mail Area: Equipment being utilized for processing or outgoing mail: Yes / No Provide overall size and description of each item Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking Shipping Station Needed: Yes / No # of Monitors # of CPU's # of Printers Other Requirements:	
Fine Sort Area Needed: Yes / No Sorter Cabinet Style: Elevated / Non-elevated # of mail slots required: Slot Depth: 12" / 15" **Pre-configured sorters come standard with 3"H x 11" & 12"W slots that adjust in ½"H increments. Mail Slot Configuration: Pre-configured / Custom If Custom: " High x " Wide Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking Outgoing Mail Area: Equipment being utilized for processing or outgoing mail: Yes / No Provide overall size and description of each item Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking Shipping Station Needed: Yes / No # of Monitors # of CPU's # of Printers Other Requirements:	Mail Slot Configuration: Pre-configured /Custom If Custom:" High x" Wide
Sorter Cabinet Style: Elevated / Non-elevated # of mail slots required: Slot Depth: 12" / 15" **Pre-configured sorters come standard with 3"H x 11" & 12"W slots that adjust in ½"H increments. Mail Slot Configuration: Pre-configured / Custom	Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking
**Pre-configured sorters come standard with 3"H x 11" & 12"W slots that adjust in ½"H increments. Mail Slot Configuration: Pre-configured / Custom	Fine Sort Area Needed: Yes / No
Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking Outgoing Mail Area: Equipment being utilized for processing or outgoing mail: Yes / No Provide overall size and description of each item	
Cutgoing Mail Area: Equipment being utilized for processing or outgoing mail: Yes / No Provide overall size and description of each item Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking Shipping Station Needed: Yes / No # of Monitors # of CPU's # of Printers Other Requirements:	Mail Slot Configuration: Pre-configured / Custom If Custom:" High x" Wide
Equipment being utilized for processing or outgoing mail: Yes / No Provide overall size and description of each item	Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking
Provide overall size and description of each item Type of Table: Work / Storage / Console	Outgoing Mail Area:
Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking Shipping Station Needed: Yes / No # of Monitors # of CPU's # of Printers Other Requirements:	Equipment being utilized for processing or outgoing mail: Yes / No
Shipping Station Needed: Yes / No # of Monitors # of CPU's # of Printers # Other Requirements:	Provide overall size and description of each item
Other Requirements:	Type of Table: Work / Storage / Console Height: 30"/36" Shelf: Yes / No Doors: Yes / No / Locking
	Shipping Station Needed: Yes / No # of Monitors # of CPU's # of Printers
Special needs/additional considerations for Mail Center:	Other Requirements:
-	Special needs/additional considerations for Mail Center:

*Name:

*Company/Organization:

*Address 1:

Address 2:

*City: ______*State: ___*Zip: ____

*Telephone: ______ Email: ____

When is your intended installation date?

Please indicate how you would like to receive your quote and drawing: Fax or Email

www.dewofficefurniture.com

DEW Office Furniture

Please email <u>Completed Form</u> & <u>Floor Plan</u> to <u>design@dewofficefurniture.com</u> or fax to 480-219-5309.

Please look for a response in 48 – 72 business hours. Thanks!

Questions? Toll Free 1-877-933-7238