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.

Incoming Mail Area:

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 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

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: _____

*Special needs/additional considerations for Mail Center:*_____

_____

_____

_____

Contact Information

*Name: _____

*Company/Organization: _____

*Address 1:   _____

Address 2:   _____

*City: _____*State: _____*Zip: _____

*Telephone: _____ Email: _____

Fax: _____

When is your intended installation date?

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

Please email **Completed Form** & **Floor Plan** to design@dewofficefurniture.com or fax to 480-219-5309.
Please look for a response in 48 – 72 business hours. Thanks!
Questions? Toll Free 1-877-933-7238