



American Filing Solutions Filing Systems Layout & Quotation Request

Date _____

PROJECT # _____ (internal use only)

Let us design a filing system to meet your exact needs with a presentation-quality layout drawing and complete quotation. Before we can begin this process, we must have some additional information.

Your Name: _____ **Company:** _____

Your Phone: _____ **Your Fax:** _____

Client or Project Name (if any) _____ **Your E-mail** _____

Delivery Address (for shipping cost): _____

You may also include a **basic floor plan**, or use our graph area below, identifying the available room area and system footprint showing any applicable door and window locations. Once we know the available area to place the filing system, we can start our design. It is very important that we obtain as much of the following information:

What type of Media are you filing? Storage or Media Information (Please check one below)

File Folders: Top Tab ___ Side/End Tab ___ **Letter Size/Medical** ___ **Legal Size** ___ **X-Ray** ___

Redrope Folders ___ **Binders/Books** ___ **Archive Box/Bulk Storage** ___

Other: _____
(include any pictures that may help us understand your needs better)

Binder/Book Dimension _____" wide x _____" high x _____" deep
Box Size Dimensions _____" wide x _____" high x _____" deep

Present amount of filing in Linear Filing Inches (LFI) _____ (**See below on how to figure LFI**)

a. If you already know the total number of files or charts: Get the average number of files per inch by measuring off a 10-inch section or stack of files and counting the number of individual files in that stack and divide by 10. Then, divide the number of files per inch into the total files to get the present Linear Filing Inches. Example: 8000 files total, average of 5files per inch: $8000 \div 5 = 1600$ LFI.

b. If you don't know the number of filing inches: Count the number of shelves or drawers holding files and simply multiply by their lengths (in inches). Example: 27 shelves 36" wide: $27 \times 36 = 972$ LFI.

What do you want to accomplish? _____

Increase capacity by _____%, Get maximum capacity in the footprint area shown? _____

What type of storage equipment would you like to use?

Mobile ___ Electric ___ Mechanical Assist ___ Manual ___

Lateral Trax ___ Rotary ___ Open Shelving ___ Cabinets ___ Unit File Box ___ Library ___

Other _____

Optional Accessories: Reference Shelf _____, If yes, how many per range, per side? _____

Adjustable File Dividers ___ Decorative Laminate end panels ___ Card Holders _____

What is the ceiling height?_____, Are there sprinklers in the room or area?_____

Height from floor to bottom of sprinklers?_____

How many openings do you want in the shelving or cabinets?

6 levels_____ 7 levels_____ 8 levels (may need stepstool to reach top level),

Other_____

Do you want the entire mobile system to lock down?_____

Do you want individual sections to be secure/lockable_____

In the area below, please make a rough draft of the room with dimensions. Show door openings and door swing. Include items that must remain: workstations, desks, etc. Indicate anything that can't be blocked: windows, access panels, etc. If you have a suggested system layout, don't hesitate to draw it in. Use additional or larger paper if necessary. **LET US HELP! Call us at 888-891-1970 for any assistance you need. Fax to 888-891-9970 or email to sales@filingtoday.com**

We appreciate you taking the time to provide this important information. Upon our receipt, we will send an acknowledgement **showing the PROJECT # assigned** for your future reference when communicating with us about your request.

Sincerely,

Rudy Blasich

American Filing Solutions

www.FilingToday.com

Providing Nationwide Sales, Distribution, Assembly, Installation, and Filing System Relocation Services Since 1974
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