

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?

Electric Mobile _____ Mechanical Assist Mobile _____ Manual Mobile _____

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
Tel: 951-694-4150, 888-891-1970, Fax: 951-506-7717, 888-891-9970,

E-mail: sales@filingtoday.com

MobileTrak5e Electric High-Density Compact Mobile Systems



High-density mobile filing and storage solutions. MobileTrak5e by Datum is an electronic mobilized maximum storage capacity solution for warehouse, healthcare, archival, athletic or business use. Featuring an enclosed drive motor which allows easy movement of carriages no matter storage sizes or weights, MobileTrak5e's electronic keypad allows easy movement of heavy units and easy access to documents.

The MobileTrak5e system can accommodate shelving solutions including [4Post™](#) Shelving, [ThinStak®](#) Shelving, [Vu-Stak®](#) Shelving and [Stak-N-Lok™](#) Filing Cabinets.

The MobileTrak line of products not only accommodates products like Argos weapon storage, but it also can be designed to accommodate other manufacturers storage units, meaning your existing shelving fits seamlessly into a new system.

MobileTrak5® High-Density Compact Mobile Systems



Mechanical Assist High Density Mobile Filing System

MobileTrak5® is the ultimate in space savings. By utilizing movable carriages, all but one unnecessary aisle are eliminated, allowing more space for storage or maybe more room to add workstations.

MobileTrak5® High Density Mobile Filing Systems can be used with [4Post™](#), [ThinStak®](#), [Vu-Stak®](#) or [Stak-N-Lok™](#) to store just about anything, from medical records to golf clubs.

The cost of real estate continues to increase, so why pay for expensive square footage on archival storage? The MobileTrak5® reduces the amount of floor space required, but still allows for fast and easy retrieval.

MobileTrak3® High-Density Compact Mobile Storage Systems



MobileTrak3 by Datum is a mobilized maximum storage capacity solution for challenging spaces in the office, warehouse, business, home or athletic facility.

MobileTrak3's durable low-profile design allows for maximum space savings in storage areas featuring constraints such as low ceilings, obstructions or sprinkler systems.

With a push-button aisle locking system and easy turning handle, high density storage solutions provide increased efficiency and unique customization options to handle any need. The MobileTrak3 system can accommodate shelving including [4Post™](#) Shelving, [ThinStak®](#) Shelving, [Vu-Stak®](#) Shelving and [Stak-N-Lok™](#) Filing Cabinets.

Featuring an enclosed drive mechanism and an external adjustable chain tensioner, eliminating the need to remove end panels for adjustments. MobileTrak systems are available in three different types of rails. The non-grout system can be releveled and relocated, the grouted system which can be floor mounted or recessed in the floor, and also seismic rails, all of which we will help fit seamlessly into your space. Carriage width 15" to 44", length 24" to 288".

Label Holders



Standard Label Holder



DATUM Label Holder



Designer Label Holder

Decking



Unfinished Decking



Polyvinyl Decking

Locks



T Handle System Lock



Manual System Lock

Stak-N-Lok™ Cabinets TrakSlider™ Mobile Filing Systems



Stak-N-Lok™ are fully compatible with our TrakSlider Mobile Filing. Double storage capacity by combining Stak-N-Lok Cabinets with TrakSlider™ Mobile Filing Systems. Stak-N-Lok can be used in conjunction with [MobileTrak5®](#). Great for Medical Filing Cabinets.

Mobile filing systems available in BiSlider (2 row), TriSlider (3 row) and QuadSlider (4 row) of filing solutions. Shelving width in 24", 30", 36" and 42" wide filing cabinets. Custom solutions available please fill out [Layout](#)

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E-mail: sales@filingtoday.com

4Post™ Shelving TrakSlider™ Mobile Filing Systems



Mobile Filing Solutions. Combining 4Post™ shelving with our TrakSlider™ Systems more than doubles your current storage capacity by converting stationary files into movable filing systems. Our unique design eliminates fixed aisles between shelves that reduce retrieval time while increasing user efficiency. Just a simple push of the hand effortlessly moves files to the side to access information stored in the rear.

Mobile filing systems available in BiSlider (2 row), TriSlider (3 row) and QuadSlider (4 row) of filing solutions. Shelving width in 36", 42" and 48" wide.

ThinStak® Shelving on TrakSlider™ Mobile Filing Systems



ThinStak Shelving Mobile Filing Systems reduce the amount of floor space needed to access files or other media stored. ThinStak mobile accommodates letter files, legal files and X-ray files depth. A simple push of the hand effortlessly moves files to the side to access files stored in the rear.

High capacity mobile filing systems available in BiSlider (2 rows), TriSlider (3 rows) and QuadSlider (4 rows) of filing solutions. Available 7 or 8-high shelving in 36", 42" and 48" wide with fixed or movable dividers.

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