

Mailroom Design Questionnaire

IMPORTANT FLOORPLAN INFORMATION REQUIRED!

Note: Please include a CAD FILE or a DIMENSIONED DRAWING of the room or space we are designing.

1. MAIL COLLECTION (Please "X" Yes or No)

- Table style:
 - Open work table Yes:___ No:___
 - Storage table with doors Yes:___ No:___
 - Spill rails Yes:___ No:___
 - Casters Yes:___ No:___

2. MAIL SORTING – Please give us the total number of pockets desired by sorting area. Be sure to factor in future growth needs.

- Incoming mail
 - # of openings needed:_____
 - Opening size:
 - Width_____
 - Depth_____
 - Height_____
 - Presort qty: _____
 - Fine Sort qty: _____
- Outgoing mail
 - # of openings:_____
 - Opening size:
 - Width:_____
 - Depth: _____
 - Height:_____
- Branch mail
 - # # of openings:_____
 - Opening size:
 - Width:_____
 - Depth: _____
 - Height:_____

3. OUTGOING MAILING & SHIPPING

List existing and planned mailing machines & equipment to be placed within your mailroom.

- Folder/inserters:_____
- Scale(s):_____
- Mailing machines:_____
- Shipping Equipment:_____
- Other:_____

4. SPECIAL NEEDS

Please "X" any special needs required in you mail center:

- Cart(s)___ Hampers___
- Totes or bags___ Copier(s)___
- Shelving or lockers___

NOTES: _____
