



Layout and Quotation Request Mail Master Modular Mailroom Furniture by PROFORMA

Please fill out the form and fax back to us at (888) 891-9970.

Contact Information

Company Name

Contact

Contact Phone

Contact Email

Delivery City

State

Zip

Does location have a delivery dock?

Yes No

Present Capacity

Present amount of storage space in linear sorting inches (LSI)

To calculate: Measure the interior height of one vertical section of sorts.
Multiply height by number of vertical sort sections. i.e., 10 section @ 24" height = 240 LSI.

How many sorting pockets currently?

Project goals

Furnish a complete mailroom

Increase capacity by %

Add a specific number of sorts

Other, please explain in the space below:

How many sorts are required?

Letter - 11-1/4 x 11-1/4

Legal - 11-1/4 x 15-1/2

Oversize - 13-1/2 x 15-1/2

Jumbo - 17-3/4 x 15-1/2

Will sorts be wall mounted? Yes No

Sit on existing counter? Yes No

Depth of table: 24" 30" 36"

Open Shelf? Yes No

Do you need tables to hold sort modules? Yes No

Do you storage under the tabletops? Yes No

Sliding Doors? Yes No

Additional Shelf? Yes No

Do you need other tables/work surfaces or storage tables?

Please include a rough sketch of the room or available areas with dimensions. It need not be drawn to scale. Indicate location and size of spaces that cannot be blocked such as doors, windows, electrical panels, etc.