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:
     o Open work table Yes:___ No:___
     o Storage table with doors Yes:___ No:___
     o Spill rails Yes:___ No:___
     o 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
     o # of openings needed:___________
     o Opening size:
       • Width:___________
       • Depth:___________
       • Height:___________
     o Presort qty:___________
     o Fine Sort qty:___________
   - Outgoing mail
     o # of openings:___________
     o Opening size:
       • Width:___________
       • Depth:___________
       • Height:___________
   - Branch mail
     o # of openings:___________
     o Opening size:
       • Width:___________
       • Depth:___________
       • Height:___________

3. OUTGOING MAILING & SHIPPING
   List existing and planned mailing machines & equipment to be placed within your mailroom.
   - Folder/inserter(s):________________________________________
   - Scale(s):_______________________________________________
   - Mailing machines:________________________________________
   - Shipping Equipment:_______________________________________
   - Other:___________________________________________________

4. SPECIAL NEEDS
   Please “X” any special needs required in your mail center:
   - Cart(s)___ Hampers___
   - Totes or bags___ Copier(s)___
   - Shelving or lockers___

NOTES:_____________________________________________________

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