



A Mayline Group Company  
 619 N. Commerce St.  
 Sheboygan, WI 53081  
 800-822-8037  
 www.mayline.com

**MAILFLOW SYSTEMS SURVEY**

**Note:** Floor plan or sketch must be included showing dimensions of mailroom area. Windows, doors, columns, and other obstructions must be shown with dimensions.

Please consult Mayline Group Price List for additional descriptions, definitions and specifications of items and terms listed within this survey. Find our Price List online here; [Kwik-File Mailflow Systems](#)

**Incoming Mail Area:**

Mail Collection Area: Yes/No

Type of Table; Work/Storage/Console Height; 30"/36" Shelf; Yes/No Doors; Yes/No/Locking

**Mail Sorting Area:**

Presort Area Needed; Yes/No

Sorter Cabinet Style; Elevated/Non-elevated # of mail slots required: \_\_\_\_\_ Slot Depth; 12"/15"

\*\*Pre-configured sorters come standard with 3"H x 11" & 12"W slots that adjust in 1/2"H increments.

Mail Slot Configuration; Pre-configured/Custom If Custom; \_\_\_\_\_" High x \_\_\_\_\_" Wide

Type of Table; Work/Storage/Console Height; 30"/36" Shelf; Yes/No Doors; Yes/No/Locking

Fine Sort Area Needed; Yes/No

Sorter Cabinet Style; Elevated/Non-elevated # of mail slots required: \_\_\_\_\_ Slot Depth; 12"/15"

\*\*Pre-configured sorters come standard with 3"H x 11" & 12"W slots that adjust in 1/2"H increments.

Mail Slot Configuration; Pre-configured/Custom If Custom; \_\_\_\_\_" High x \_\_\_\_\_" Wide

Type of Table; Work/Storage/Console Height; 30"/36" Shelf; Yes/No Doors; Yes/No/Locking

**Outgoing Mail Area:**

Equipment being utilized for processing or outgoing mail; Yes/No

Provide overall size and description of each item \_\_\_\_\_

Type of Table; Work/Storage/Console Height; 30"/36" Shelf; Yes/No Doors; Yes/No/Locking

Shipping Station needed; Yes/No # of Monitors \_\_\_\_\_ # of CPU's \_\_\_\_\_ # of Printers \_\_\_\_\_

Other Requirments \_\_\_\_\_

**Special needs/additional considerations for Mail Center:**

For assistance, call DEW Filing and Storage Toll Free at 1-877-933-7238.

Mail this survey to: DEW Filing and Storage  
 Space Planning Dept.  
 1525 E. Apache Blvd.  
 Tempe, AZ 85281

or FAX to: 480-858-9777  
 E-Mail to: sales@thefilestore.com