



~ Filing Systems Layout & Quotation Request ~

Let us prepare a presentation quality drawing and complete quotation for your review. Please take a couple of minutes to fill in the information below, make a rough sketch (or include an existing drawing) and either fax to 908.914.0440 or email to [info@winay.com](mailto:info@winay.com).

1. Your Name: \_\_\_\_\_ Company: \_\_\_\_\_ Tel: \_\_\_\_\_

2. Project Name: \_\_\_\_\_ Your Email: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Delivery Address: \_\_\_\_\_

4. Type of Media:  Letter/Medical  Legal  X-Ray  Binder  Other: \_\_\_\_\_

5. Total Linear Filing Inches (LFI): \_\_\_\_\_ See Box Directly Below on How to Figure Your LFI

<p>1. <u>If you know your total number of files, records, charts, etc.:</u> Get the number of files per inch by measuring a 10" stack of files and count the number of individual records in that stack and divide by 10. This will equal your number of files per inch. Then divide the number of files per inch into your total number of files. This will equal your total Linear File Inches. i.e. 5000 total number of records, an average of 5 files/inch (5000 ÷ 5 = 1000 LFI).</p> <p>2. <u>If you don't know your number of files, records, charts, etc.:</u> Count the number of shelves or drawers that store your records and simply multiple that number by the length of the shelf or drawer. i.e. 32 drawers at 36" in length = 1152 LFI).</p>
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6. What do you want to accomplish?  Increase Capacity  Save Space  Combination of Both

7. Type Eq. of Interest:  Mobile  Lateral Trax  Rotary/Times 2  Open Shelving  Stackable Tiers  
 Stax N Lok Cabinets  Other: \_\_\_\_\_

8. Shelving Height:  8 Levels  7 Levels  6 Levels Pls. note, the ceiling clearance available is a factor.

9. Below please make a rough sketch of the space with dimensions and include the ceiling height. This sketch does not need to be to scale. Alternatively, please send us a layout you may already have worked out.

<p>Show door openings and door swings. Include any obstructions (i.e columns), windows and any other equipment (i.e. desks) that must remain in the space. Please feel free to include a suggested layout. Use a larger or additional paper if need be. By all means let us HELP – call 866.312.5475 or email <a href="mailto:info@winay.com">info@winay.com</a>.</p>

