



~ 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.

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>

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 info@winay.com.</p>



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