

Let us prepare a layout drawing and complete quotation which we will transmit to your local distributor.

Simply fill in and check off a few boxes, make a rough sketch and **fax to 1-973-504-8330.**

We'll do the rest. Questions? Call us at 1-800-504-8585.

Date _____

1. Name _____ Title _____ Company/Practice _____
2. Phone _____ Fax _____ E-mail _____
3. Delivery City, State & Zip (for shipping cost) _____
4. Type of record: Letter/Medical Legal X-ray Other _____
5. Present amount of filing in Linear Filing Inches (LFI): _____

How to figure LFI

a. If you already know the total number of files or charts: Get the average number of files per inch by measuring off a 10-inch section or stack of files and counting the number of individual files in that stack and divide by 10. Then, divide the number of files per inch into the total files to get the present Linear Filing Inches. Example: 8000 files total, average of 5 files per inch: $8000 \div 5 = 1600$ LFI.

b. If you don't know the number of filing inches: Count the number of shelves or drawers holding files and simply multiply by their lengths (in inches). Example: 27 shelves 36" wide: $27 \times 36 = 972$ LFI.

6. What do you want to accomplish? Increase capacity by _____ %
 Get maximum capacity in the area sketched below Other _____
7. Choose Shelving height: 7 levels 8 levels (may need stepstool to reach top level)
8. Do you want any options? Laminate End Panels (for decorative use only; shelving has its own steel panel)
 System Lock (locks the entire system with one key) Aisle Keepers (locks open the aisle in use)
9. Please make a rough sketch of the room or area **with dimensions**. Include ceiling height. Needn't be in scale.

Show door openings and door swing. Include items that must remain: desks, etc. Indicate anything that can't be blocked: windows, access panels, etc. If you have a suggested system layout, don't hesitate to draw it in. Use additional or larger paper if necessary. **LET US HELP! Call us at 1-800-504-8585 for any assistance you need. Fax to 1-973-504-8330.**

