

Let us prepare a layout drawing and complete quotation which we will transmit to your local dealer, distributor or contractor who will contact you with pricing and to offer additional assistance. Simply print this form, fill in and check off a few boxes, make a rough sketch of the space or provide an existing floor plan and fax to 1-973-504-8330 or scan and e-mail to info@spacenowcorp.com. We'll do the rest. Questions? Don't hesitate to call us at 1-800-504-8585. We are very eager to be of service and we look forward that opportunity. Date _____

Your Name _____ Title _____ Company _____

Your Phone _____ Fax _____ Email _____

Your Local Dealer, Distributor or Contractor _____

1. Delivery City, State & Zip (for shipping cost) _____

2. For Office/Institutional Storage: Letter/Medical Legal Binders Digital Media Other _____

3. For Retail Storage: Shoes Apparel Housewares Food Service Other _____

4. Present amount of storage in linear filing inches (LFI) _____ or sq. ft. of shelf area _____

HOW TO FIGURE LFI: 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, then divide by 10 to get the number of files per inch. 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. **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. **HOW TO FIGURE SHELF AREA:** Measure the shelf in inches, multiply depth x length and divide by 144. Example: $12" \times 36" = 432 \div 144 = 3$ sq.ft. Then multiply by the number of shelves. If more than one size shelf, do each size separately and add up the total sq.ft. **OR**, simply show the shelf size(s) on the plan view sketch below and mark how many shelves high.

5. What do you want to accomplish? Increase capacity by ____ %
 Get maximum capacity in the area sketched below Other need _____

6. Do you want us to include your existing shelving as described in the sketch below?

7. Choose new shelving size(s): Width ____ x Depth ____ x Height ____ How many shelves high? ____

8. Do you want Mechanical drives? Manual handles? System Lock? (locks entire system with one key.)

9. Please make a rough sketch of the room or area *with all 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.**