

CHARNSTROM

Mailroom Design Questionnaire

IMPORTANT FLOORPLAN INFORMATION REQUIRED!

Note: Please include a CAD FILE or a DIMENSIONED DRAWING of the room or space we are designing. We encourage you to email smart phone photos of your existing mail center.

1. MAIL COLLECTION

Table style:

Open work table yes____No____

Storage table with doors yes____No____

Spill rails____Yes____No____

Casters____Yes____No____

2. MAIL SORTING – Please give us the total number of pockets desired by sorting area. Be sure to factor in future growth needs.

-Incoming mail # of openings____ Opening size w____d____h____

Presort qty.____

Fine Sort qty.____

-Outgoing mail # of openings____ Opening size w____d____h____

-Branch mail # of openings____ Opening size w____d____h____

3. OUTGOING MAILING & SHIPPING

List existing and planned mailing machines & equipment to be placed within your mailroom.

-Folder/insert(s)_____

-Scale(s)_____

-Mailing machines_____

-Shipping System (list of scale, computers & required printers _____

-Other equipment:_____

4. SPECIAL NEEDS

List any special needs required in you mail center:

-Cart(s) Size_____

-Hampers _____

-Totes or bags _____

-Copier(s) Footprint size:_____

-Shelving or lockers_____

-Other _____

NOTES: _____

Mail to: Todd Nelson – 5391 12th Avenue East, Shakopee, MN 55379

Email to: todd@charnstrom.com

Phone: 952-698-9080

Fax to: 952-403-0303