



### Mail Center Survey

User Company \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Phone/Fax \_\_\_\_\_ / \_\_\_\_\_  
 Contact Person \_\_\_\_\_

### General Information

Floor plan attached: Y/N \_\_\_\_\_ Date installation to be complete: \_\_\_\_\_

Other functions included in mailroom? (circle applicable):  
 Printing \_\_\_\_\_ Reprographics \_\_\_\_\_  
 Storage of forms/supplies \_\_\_\_\_ List maintenance \_\_\_\_\_  
 Other \_\_\_\_\_

Are desks or workstations required? Yes/No \_\_\_\_\_ If yes, quantity \_\_\_\_\_

Preferred worksurface/tabletop height 30" 36" Other \_\_\_\_\_

No. of mailroom employees \_\_\_\_\_ P.O. deliveries/day \_\_\_\_\_ Internal deliveries/day \_\_\_\_\_  
 No. of pieces sorted per day \_\_\_\_\_ No. of shifts \_\_\_\_\_ Peak workload time \_\_\_\_\_

(Circle as appropriate)

#### Mail Services

- 1<sup>st</sup> class
- 3<sup>rd</sup> class
- Express mail
- Certified mail
- International mail

#### Courier Services

- Express mail
- FedEx
- Purolator
- UPS Next Day
- UPS Second Day
- Other courier \_\_\_\_\_
- International courier

#### Shipping

- USPS
- Canada Post
- UPS
- FedEx
- Other \_\_\_\_\_

## Incoming Mail

### Dump

Is dump table needed? Y/N      Size of table: \_\_\_"W \_\_\_"D \_\_\_"H  
Undertable storage needed? Y/N      If yes, prefer open storage? Y/N Or sliding doors? Y/N  
Side rails \_\_\_3-sided \_\_\_4-sided \_\_\_      Casters? Y/N

### Opening

Automatic letter opener(s) Y/N      Size: \_\_\_"W \_\_\_"D \_\_\_"H  
Table required? Y/N

### Presort

Is mail presorted? Y/N      No. of openings required (allow for growth): \_\_\_\_\_  
Average size of presort openings: \_\_\_"W \_\_\_"D \_\_\_"H  
Undertable storage needed? Y/N      If yes, prefer open storage? Y/N Or sliding doors? Y/N  
Special/unusual size envelopes (inter-office, tubes, checks, etc.) Y/N  
Describe, if any \_\_\_\_\_

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### Fine Sort

Fine sort done in mail center? Y/N Or done at remote station(s)? Y/N  
No. of openings required (now and future): \_\_\_\_\_  
Average size of fine sort openings: \_\_\_"W \_\_\_"D \_\_\_"H  
Undertable storage needed? Y/N      If yes, prefer open storage? Y/N Or sliding doors? Y/N  
Are overhead display boards needed? Y/N

### Branch Mail

Is there a requirement for a branch mail sort? Y/N  
No. of openings required (allow for growth): \_\_\_\_\_  
Average size of branch mail openings: \_\_\_"W \_\_\_"D \_\_\_"H  
Undertable storage needed? Y/N      If yes, prefer open storage? Y/N Or sliding doors? Y/N  
Are overhead display boards needed? Y/N

### Fax/E-Mail

Do you receive/distribute faxes? Y/N      Table needed for fax machine? Y/N  
Do you receive/send E-Mail? Y/N      Table needed for E-Mail station? Y/N

## Mail Distribution

### Mail Delivery Method

Personal delivery to each employee: Y/N  
Satellite station pick-up by employee: Y/N  
Other (describe): \_\_\_\_\_

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## Mail Distribution (cont.)

### Mail Pick-Up Method

Outgoing mail/interoffice mail picked up from each employee at desk/workstation: Y/N

Outgoing mail/interoffice mail picked up at collection boxes: Y/N

Other (describe): \_\_\_\_\_

\_\_\_\_\_

### Courier/Express Mail

Is courier/express mail distributed differently? Y/N

If yes, describe \_\_\_\_\_

\_\_\_\_\_

### Mail Carts

Mail carts needed for mail distribution? Y/N

## Outgoing Mail

### Mail Machines

List all outgoing mail machines. Include make, model, & dimensions:

Scales: \_\_\_\_\_

\_\_\_\_\_ Need table/stand? Y/N

Meter machine \_\_\_\_\_

\_\_\_\_\_ Need table? Y/N

Computers \_\_\_\_\_

\_\_\_\_\_ Need table? Y/N

Printers \_\_\_\_\_

\_\_\_\_\_ Need table/stand? Y/N

Other \_\_\_\_\_

\_\_\_\_\_ Need table? Y/N

List any existing furniture you plan to use: \_\_\_\_\_

\_\_\_\_\_

## Outgoing Mail (cont.)

### Outgoing Stations/Equipment

Do you need an outgoing mail collection table? Y/N

Do you need a postage sort module? Y/N

No. of openings \_\_\_\_\_ Size of openings \_\_\_"W \_\_\_"D \_\_\_"H

Do you need a zip code or bulk sort station? Y/N

No. of openings \_\_\_\_\_ Size of openings \_\_\_"W \_\_\_"D \_\_\_"H

Do you need outgoing mail racks? Y/N

Is there sorted branch mail that needs to be metered? Y/N

### Shipping

Is there a shipping operation in your mail center? Y/N

Is system PC-based? Y/N Or scale based? Y/N

List equipment/accessories used or required \_\_\_\_\_

\_\_\_\_\_

### Other

Please note other information relevant/unique to this mail center:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For assistance, please call Mayline at 1-800-822-8037.

Name of person taking survey information \_\_\_\_\_

Organization \_\_\_\_\_ Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Sales Region \_\_\_\_\_

Mail this survey to: Mayline Company  
619 N. Commerce St.  
Sheboygan, WI 53081  
Attn: Space Planning

Or fax to: 920-208-7970