

# CUSTOM HIGH DENSITY STORAGE SYSTEMS - LAYOUT & QUOTATION REQUEST FORM

**Let us prepare a presentation layout drawing and complete quotation.**

Fill in and check off a few boxes, make a rough sketch of the space or provide an existing floor plan and fax to 1-800-532-9281 or scan and e-mail to [info@universityproducts.com](mailto:info@universityproducts.com). We'll do the rest. Questions? Call us at 1-800-628-1912.

Name: \_\_\_\_\_ Title \_\_\_\_\_ Company \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

2. Institutional Storage:  Letter  Legal  Binders  Digital Media  Textiles  Artifacts  Other \_\_\_\_\_

3. 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 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"d x 36"w =  $432 \div 144 = 3$  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.

4. What do you want to accomplish?  Increase capacity by \_\_\_\_\_%

Get maximum capacity in the area sketched below  Other need \_\_\_\_\_

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

6. Choose new shelving sizes: Width \_\_\_\_\_x Depth\_\_\_\_\_ x Height\_\_\_\_\_ How many shelves high? \_\_\_\_\_

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

8. 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. Indicate anything that can't be blocked: windows, access panels. 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 1-800-628-1912 for any assistance you need. Fax to 1-800-532-9281.**

