

# The Mailflow Room.

MAILROOM

**KWIK-FILE<sup>®</sup>**

Mailflow Systems<sup>®</sup> Furniture

# A Mailflow Room Knows Whatever You

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It's about space...  
and making the most of it.

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A Kwik-File Mailflow room is designed to save you space...or let you do more in the space you have.

Since no two mailrooms are alike, we offer the industry's most efficient system of configuring sorter pockets, plus the widest selection of sizes, allowing you to create a Mailflow room that meets even the most unique space requirements.

A Kwik-File Mailflow room also readily adapts to growth and changing needs...whether those needs concern mail volume, function, personnel or even the mailroom's aesthetic appearance.



# Keeps On Working... Under Your Work Load.

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It's about time...  
the short and long of it.

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With both furniture design *and* workflow design working for you, a Kwik-File Mailflow room helps you move more mail ...incoming or outgoing...in less time.

Kwik-File's features and accessories can make your mailroom personnel more efficient and make the job less tiring. More pockets in less space puts more pockets within arm's reach. Sorter pockets can be easily reconfigured as needed. People-friendly rounded corners, recessed handles and beveled shelf fronts encourage speedy work.

Kwik-File's quality construction keeps a mailroom working right and looking good for years to come, too. All-welded steel construction backed by our Limited Lifetime Warranty. Heavy-gauge components. Solid-core laminated tops. Quality all around, so your Mailflow furniture stays around for a long time.

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It's about living up to the  
Mailflow Systems® Philosophy.

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It's right there in the name of our product.

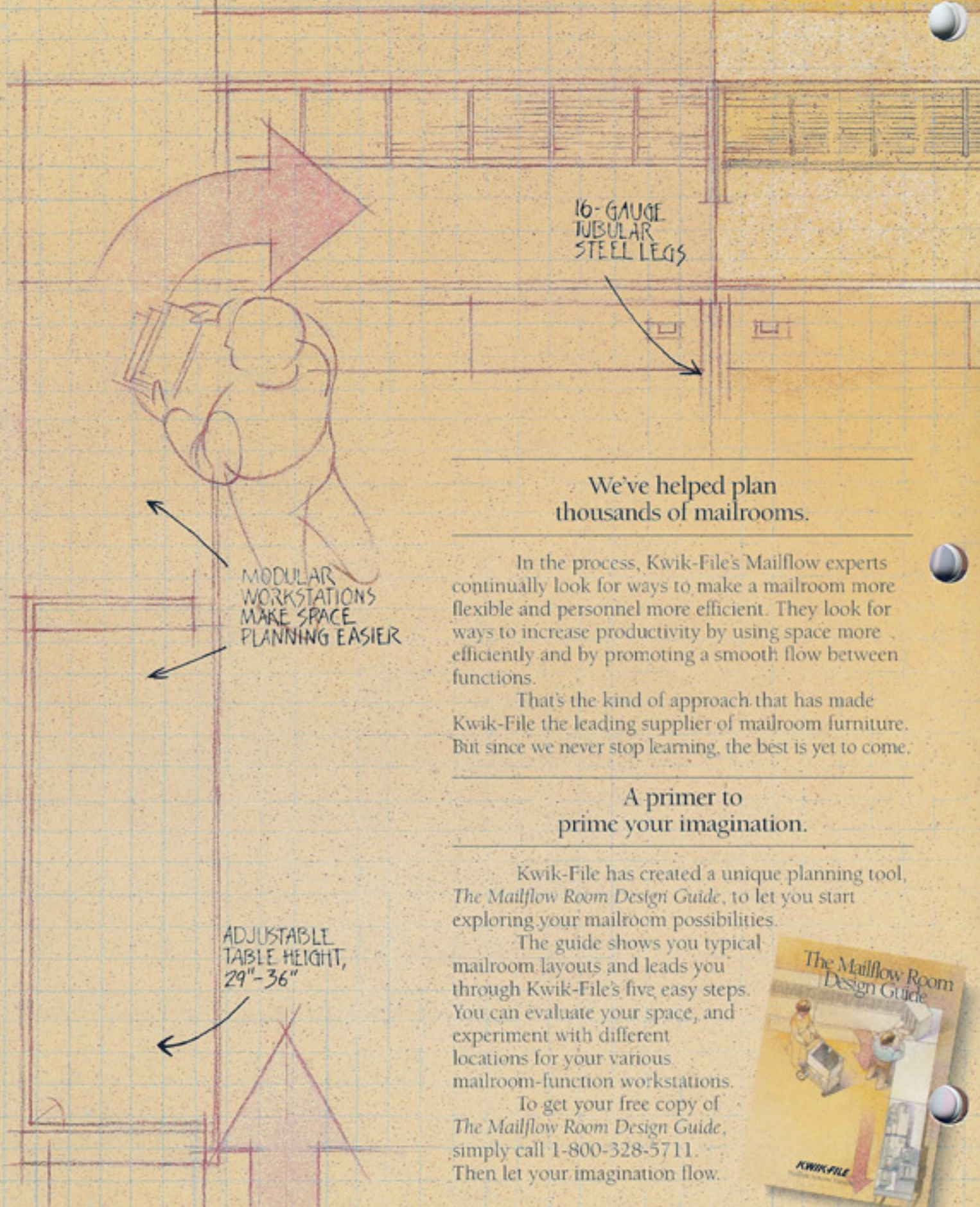
Everything we do at Kwik-File must make the mail "flow" through your mailroom. From each piece of furniture we design, to every detail in your layout.

You'll find this philosophy at work throughout the comprehensive Kwik-File Mailflow product line. It's also the bottom line for our mailroom planning professionals.

Consequently, not only is each Mailflow workstation effective and easy to use in itself, but stations are also designed so that each activity flows smoothly into the next. We help create a mailroom that really works for your unique mail handling needs.



# Your Unique Mailflow Room Sta



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We've helped plan  
thousands of mailrooms.

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In the process, Kwik-File's Mailflow experts continually look for ways to make a mailroom more flexible and personnel more efficient. They look for ways to increase productivity by using space more efficiently and by promoting a smooth flow between functions.

That's the kind of approach that has made Kwik-File the leading supplier of mailroom furniture. But since we never stop learning, the best is yet to come.

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A primer to  
prime your imagination.

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Kwik-File has created a unique planning tool, *The Mailflow Room Design Guide*, to let you start exploring your mailroom possibilities.

The guide shows you typical mailroom layouts and leads you through Kwik-File's five easy steps. You can evaluate your space, and experiment with different locations for your various mailroom-function workstations.

To get your free copy of *The Mailflow Room Design Guide*, simply call 1-800-328-5711. Then let your imagination flow.



# Starts With Our Planning Experts.



THUMBCUT SHELVES  
FOR QUICKER  
MAIL RETRIEVAL



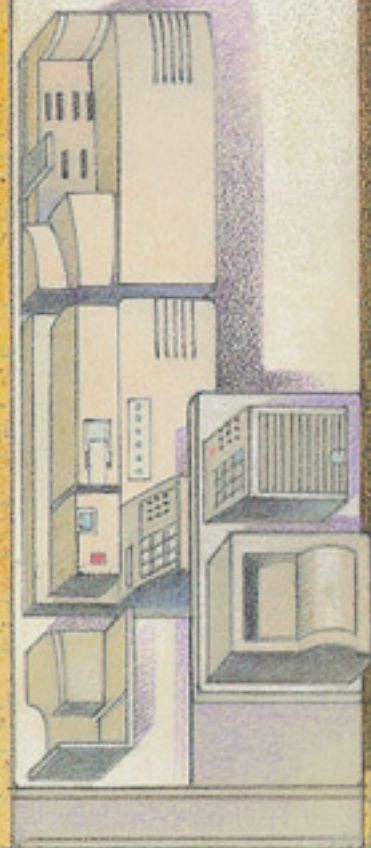
PVC EDGING  
FOR DURABILITY

Our five easy steps  
make it easy for you.

With our personal assistance or using our Design Guide, you...

1. Define the mailroom space. Create a floor plan locating windows, doors, outlets, pillars, etc.
2. Define operational requirements. Using our helpful Mailflow survey, define your specific needs.
3. Determine mailroom workflow. Diagram how you see the mail moving from station to station.
4. Select furniture for each workstation. Considering current mail recipients, volume and anticipated growth, indicate what you need.
5. Match workstations to available space. Will they fit or not? If not, can you modify workstations, find more space, adjust workflow?

Plus...if you need assistance any time, simply call our toll-free number: 1-800-328-5711. Kwik-File's Mailflow experts are ready to help with a brief consultation, our complete planning service, or even a visit by a Kwik-File representative.



# There's a Mailflow Room To Match

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A comprehensive line of mailroom furniture makes it easy . . . coming and going.

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You'll find just the right piece of Kwik-File Mailflow Systems furniture for every function in any mailroom.

From our selection of height-adjustable tables, to our wide range of pocket sizes, to our nearly 200 sorter models, Kwik-File provides adaptability and versatility with the industry's most complete offering of mailroom furniture.

And everything works together to make your Mailflow room...small, medium or large...the most efficient it can be. From the moment mail comes in the door until it's on its way again.

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A system that still flows as you grow.

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The full line of Kwik-File Mailflow furniture is also full of features that will keep your Mailflow room working hard for you for years to come.

With the Mailflow System, you can add both accessories and components as your needs change. New modular components integrate perfectly with existing furniture to help you maintain a flow and efficiency that only Kwik-File can deliver.

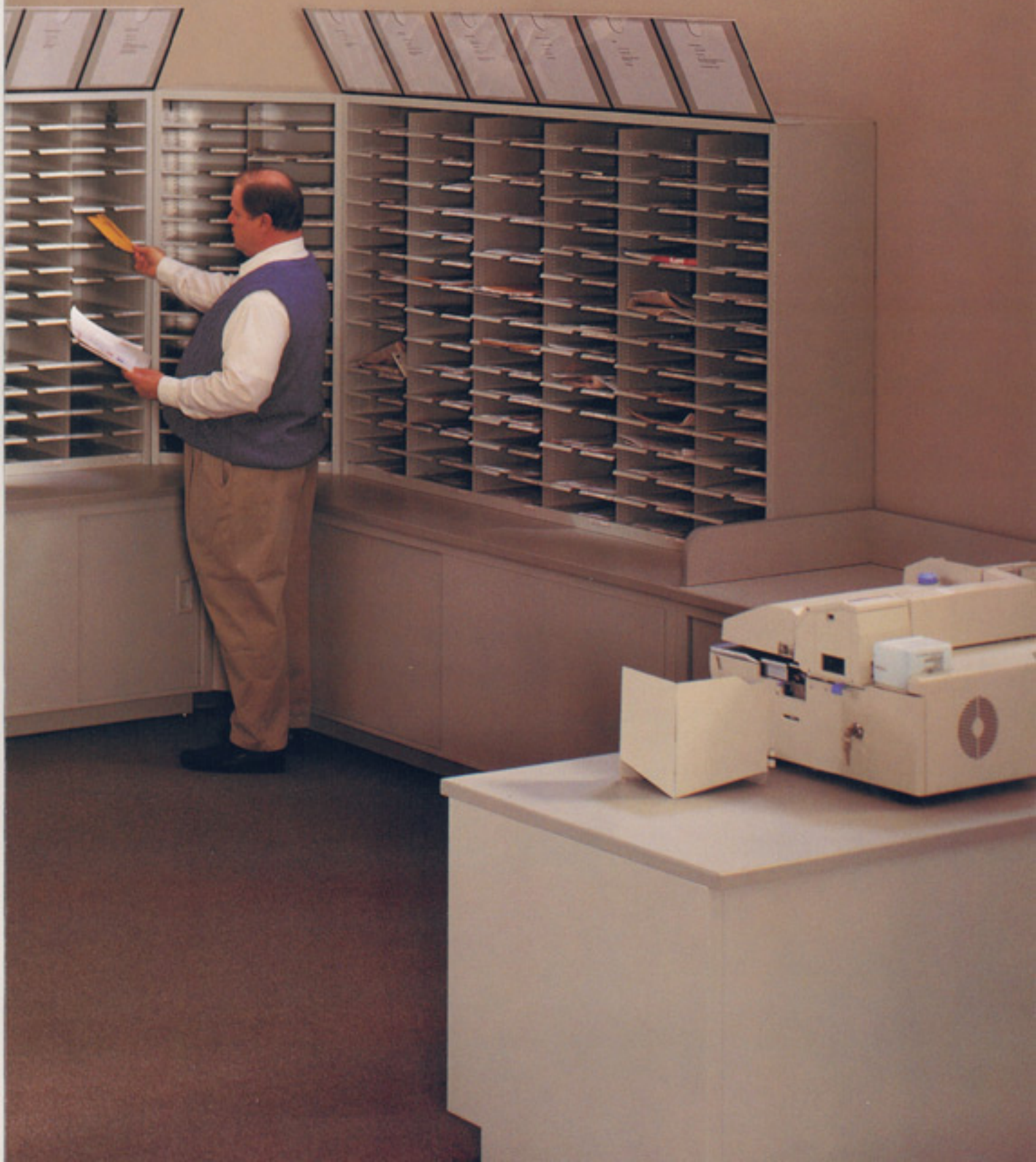


**KWIK-FILE**<sup>®</sup>  
Mailflow Systems<sup>®</sup> Furniture

Match Your Exact Needs. Small, Large



ge And Anything In Between.





Match Your Exact Needs. Small,...



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Only Kwik-File Mailflow Systems offers so much  
to help the *mail flow* in your mailroom.

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**Built to provide years of  
trouble-free service.**

- Extremely durable, all-welded steel construction with Limited Lifetime Warranty
- PVC edging
- 16-gauge, tubular steel legs
- heavy-duty laminate tops
- steel door tracks
- one-piece, triple-bend end panels

**Full product line with  
nearly 200 sorter models**

- large capacity sorters—require no stacking or assembly of frames
- built-in risers if desired
- a complete range of accessories

**Highly flexible, efficient Kwik-Shelf®  
shelving system meets your specific needs.**

- 11 shelf widths, two depths, vertical adjustments in 1/2" increments
- shelves lock firmly in place, yet remove quickly for easy reconfiguration
- more pockets in less space
- thumbcut shelf for quicker mail retrieval
- beveled shelf front provides space for easy-to-read labeling without "stealing" space from pocket below

**Modular workstations  
make space planning easy.**

**User-friendly features  
keep personnel productive.**

- radiused PVC table edges
- recessed door handles
- radiused thumbcut shelves
- adjustable table height from 29" to 36"

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The most efficient mailroom  
is a Mailflow Room.

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**MTM BUSINESS SYSTEMS**

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*A Mayline Group Company*