



“Simplicity enables great design at a reasonable price. Clean lines and practicality are always desirable features.”

The simple elegance of good design. Years of experience in mail center design have taught us the most effective solutions are often the simplest. That philosophy is reflected in our complete product line. Kwik-File's Mailflow Systems® furniture is designed to be efficient, flexible

and durable...yet simple. Traits one would expect from the leading manufacturer of mail center furniture in the market.

 **MAILFLOW**
SYSTEMS®
Where Style and Function Converge.



Communication is the heartbeat of every organization. And optimizing communication starts with space planning, efficient design and productive work flow. It's the definition of Kwik-File's focus in every mail center project. The end result is a system that never goes out of style – it grows

with you. And, it's a system that fits your floor plan as well as your budget.

Good design never goes out of style. It simply goes to work.



"For your departmental mail distribution needs, Mailflow Systems has the design, features and finishes to complement nearly any office furniture environment."

Satellite Sorters are ideal for departmental mail within larger organizations. Incoming mail is generally received at a central location, where it is broken down and distributed to mail stops. At these workstations people can either pick up or send mail using supplies readily available at times convenient to their schedule and in locations close to their work area.



Where Style and Function Converge.



“Kwik-File’s open-back sorters can be built into walls to provide a clean and functional pass-through solution for distributing mail without sacrificing valuable floor space.”

Custom millwork can’t compare to Kwik-File’s open-back sorters, which allow for flexibility, a key benefit to most organizations as they continue to change. Open-back sorters are ideal for keeping human traffic out of the mail center work areas, allowing employees to pick up their own mail when it is convenient for them. All shelves feature

labeling flanges and thumb-cuts on both sides to speed up mail retrieval. Optional Plexiglas doors provide security for each column of mail openings.

Tables, Consoles and Sorters

Quality always invites comparison. Compare Kwik-File's quality, and you will discover our tables simply work...and work...and work.

36"
24"



Kwik-File Tables

- ☑ Tables are available in four widths and are ideal for supporting sorters or mailing machines.
- ☑ Table frames are all welded 18-gauge steel construction.
- ☑ Work surfaces are constructed of 1" thick wood cores with a choice of durable laminate finishes.
- ☑ 1½" square chrome legs adjust from 29" to 36" on 1" increments.
- ☑ Durable PVC edge is standard on all work surfaces.
- ☑ Optional bullnose edging offers the same durability, but with a more stylish appearance.
- ☑ Back panels of all tables are standard with three knockouts for wire management or additional ventilation.
- ☑ Optional universal grommet can be used for additional wire management and storing basic supplies.



Electric Height Adjustable Table

- ☑ Will support up to 1000 lbs., evenly distributed.
- ☑ 12" vertical adjustment from 24" to 36" in just seconds, providing a comfortable working height for reaching mail openings or operating mailing machines.

Tambour Door Storage Console

- ☑ Tambour doors recede into sides of the console allowing 100% access to the storage area.
- ☑ Available in two heights, 30" and 36".
- ☑ Doors are available in Mist, Graphite, Pebble Gray and Sand.



Universal grommet.



Knockouts in back panel.



PVC edges are standard on all Mailflow tables.



Optional bullnose edging offers a stylish front profile.

In today's world businesses are constantly changing. The quality and flexibility of Kwik-File's sorters are designed to withstand these changes.

Sorters

- ☑ All sorters are available in five widths and are 15" in depth.
- ☑ Sorting shelves are available in three depths and 12 widths for multiple applications.
- ☑ 225 standard configured models or create your own.
- ☑ Sorters are available with or without locking Plexiglas doors.

Elevated Sorters

- ☑ Elevated sorters offer more workspace, by raising the sorter off the work area.

Elevated Sorters (Plexiglas Back)

- ☑ Sorters with Plexiglas back panels are designed to allow more light into the sorters making it easier to see when retrieving mail.

Open-Back Sorters

- ☑ Open-back sorters are typically used where mail is sorted on one side and collected by the recipient on the other.



All Kwik-File Mailflow sorters are equipped with the patented Kwik-Shelf sorting system. The Kwik-Shelf locks into place and allows the rapid retrieval of mail without fear of shelves pulling out. Each Kwik-Shelf features a 45 degree flange for labeling and a thumb cut for easy retrieval of documents. The Kwik-Shelf allows you to adjust shelves every $\frac{1}{2}$ " to adapt to mail volume changes.

Used in conjunction with Kwik-File's fully open sorters, mail openings are not interrupted with intermediate shelves, eliminating confusion, errors and maximizing opening size.



Sorting shelves have a thumb cut design and label flanges on the front edge of each shelf for easy retrieval.

Specialized Workstations

Every mail center or shipping area needs specialized workstations for supporting meter machines, scales, printers and other equipment, as well as providing a place for supervisory personnel. Kwik-File offers a wide range of tables, accessory platforms, flipper door units, etc. which may be configured to accommodate a variety of specialized needs.



Meter Machine Station

- ✔ Rugged console supports even the largest machines.
- ✔ Convenient location for "postage sort" mail.
- ✔ Optional rear platform for machine accessories.

Supervisor's Station

- ✔ Large selection of desks, files and chairs are available.
- ✔ Provides semi-private work area.
- ✔ Keeps working materials at fingertips.
- ✔ Secure locking file pedestal and hutch.



Kwik-File's accessory platform is ideal for Mailflow Systems® tables, creating additional workspace by placing PC monitors and printers above the work surface at a good viewing height. The open work surface is perfect for machines or simply additional workspace. A retractable keyboard tray can mount

under the accessory platform bringing the keyboard off the work area and closer to the monitor.



Accessory Platforms

The Shipping Station is designed to accommodate the necessary components of a manifest shipping system. It's great for work in limited space, yet provides ample room for electronic components, supplies, accessories and many parcel applications.



SW1

“Technology and economy aren’t natural enemies. In fact, they get along very well, especially in the company of creative people who know exactly how to combine them.”



SW2

Shipping Workstations

- ✔ Modular, heavy-duty steel frame construction, ideal for shipping environments.
- ✔ Work surfaces are 1" thick wood cores with laminate finish.
- ✔ Shelves and work surfaces easily adjust in 1" increments without any tools.
- ✔ Supports a variety of electronic components or machines to make processing of outgoing parcels more efficient.

Kwik-File’s shipping stations are perfect for either large or small mail centers. Technology continues to evolve and needs to be positioned for comfortable operation. Kwik-File’s shipping stations are flexible and will adjust to the changes of day to day business.



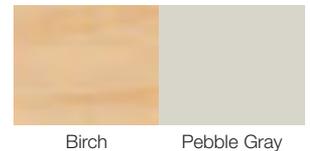
Mailflow-To-Go

It's easy to put Kwik-File function, quality and affordability to work for you. With many of the same great features as our flagship line, Mailflow Systems, Mailflow-To-Go is perfect for small to medium sized applications.



Mailflow-To-Go™

- ✔ A full range of affordable mail center solutions.
- ✔ More flexibility with new L-shaped configurations.
- ✔ Rugged steel frame construction with 1" laminate work surfaces.
- ✔ Height-adjustable tables: 29"-36".
- ✔ Thumb notches in all shelves for easy mail retrieval.
- ✔ Work tables with rugged PVC-edged tops and 16-gauge steel legs.
- ✔ Four sorter models providing up to 50 pockets.
- ✔ Easy to assemble.



Mailflow-To-Go furniture was created to help you organize, sort, collate, or store paper and other materials more efficiently.

Mailflow-To-Go offers a range of solutions to make your mail handling and shipping operations more productive. Most important, this furniture is simple to order, easy on the budget, and ships fast —three days or less.



Sorting shelves have a thumb cut design and label flanges on the front edge of each shelf for easy retrieval.

Limited Lifetime Warranty

Durable and easy to use, these carts feature a choice of wire construction with dual handles or heavy-duty steel panels for long lasting product life.



27" Wire Cart



39" Wire Cart

Wire Carts

- ✔ 16-gauge 1" diameter chrome plated steel tube frame.
- ✔ Top and bottom steel wire basket.
- ✔ 10" diameter rear wheels, 4" diameter front casters.
- ✔ Easy to assemble.



Tote Cart

- ✔ 1" chrome 16-gauge steel leg tubing with ¼" diameter chrome wire shelves.
- ✔ 225 lb. weight capacity.
- ✔ Holds up to 9 standard mail totes.



34" Panel Cart



42" Panel Cart

Panel Carts

- ✔ 16-gauge 1" diameter chrome plated steel tube frame.
- ✔ Top and bottom welded steel bins.
- ✔ 10" diameter rear wheels, 4" front casters.
- ✔ Easy to assemble.

Choose the cart to fit your needs. The top basket of the carts is designed to hold either letter or legal files. The bottom shelf will easily accommodate parcels to make your mail distribution more efficient. The wire tote cart is ideal for use where mail is bulk pre-sorted

in USPS tubs, then sent to satellite stations for final sorting.



Satellite Sorters

Kwik-File Satellite Sorters can help you organize, sort, collate and store forms, binders, paper and more.

Satellite Sorters

- ✔ Exceptional versatility: Shelves adjust vertically in ½" increments and shelves lock firmly in place yet move easily for configuration using patented Kwik-Shelf System.
- ✔ Available in either 65" or 80" heights, and 36" or 42" widths.
- ✔ 42 standard configured models or create your own.
- ✔ All welded 18-gauge construction along with 18-gauge shelves and shelf supports.
- ✔ Optional locking doors to conceal or secure media.
- ✔ Optional extended work surface provides additional workspace.



Display boards



Task Lights



Accessories

Display Boards

- ✔ Assist mail-handling personnel with drop sites or delivery schedules.

Label Holders (not shown)

- ✔ Magnetic or self-adhesive, these labels allow for easy identification of mail openings.

Task Lights

- ✔ For mounting under elevated sorters, these lights will illuminate the entire work surface.

Mail centers often require custom designed furniture. Kwik-File has the ability to manufacture custom items for those special situations. Custom paint and laminate finishes are also available to match any office décor.

Call us today at 1-800-822-8037 to request a quote for any special application.

Mailflow Systems®. The leader in corporate mail center furniture.



A large central mail operation center serving over 20,000 individual mail stops.

For over 30 years Kwik-File has been the leading manufacturer of mailroom furniture that lasts a lifetime. More Fortune 500 companies turn to Kwik-File to solve their mail handling needs than any other manufacturer. With all of the experience gained, Kwik-File continues to improve the most important features and create a unique combination of function, quality and affordability.



Kwik-File's design experts help customers with hundreds of mail center projects every year, both large and small.

Five Easy Steps to Mailflow Efficiency

Even though each mail center operates differently, the process to obtain maximum Mailflow efficiency is the same.

1. Define the mail center space.

You begin by creating a floor plan or scale drawing of your mail center. After measuring the dimensions of the area, outline the size and shape of the room on paper. Indicate the location of doors, windows, pillars and other obstructions. Measure them carefully and draw them to scale on your floor plan. Be sure to note the location of electrical outlets, air vents, thermostats and other fixtures that could affect the location of furniture.

2. Define the operational requirements.

This information serves as a check list in reviewing your operational needs. It covers all incoming and outgoing mail functions, as well as requirements for indirect equipment such as inserters, copiers and more. The survey and your floor plan provide an excellent foundation for the planning process.

3. Determine the mail center workflow.

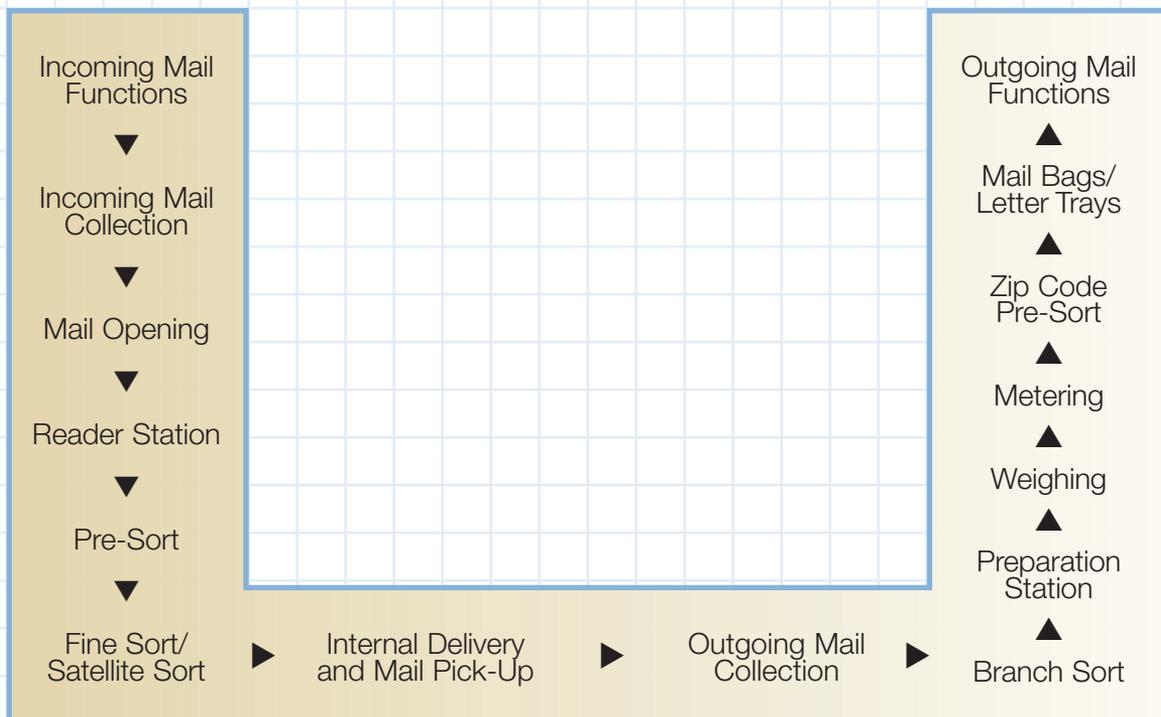
Now you can start laying out a rough diagram of how the mail will move through your mail center. Show the location of the various types of workstations for each mail center function needed.

4. Select furniture for each workstation.

Now that you've identified the workflow layout, you can now focus on designing each workstation. This is where you can enhance each workstation with the use of table and sorter accessories. For example; you'll want to consider needs like built-in risers under sorters for expanded workspace, undertable storage compartments and specific table styles with unique working heights for scales and meter machines. This step is where you can tailor each workstation, as your wish list requires.

5. Match workstations to available space.

Now comes the crucial question. Will the furniture you have selected fit into your space? Return to your floor plan and draw in the furniture you selected. If it fits, your ready to go ahead. If not, you'll need to modify workstations, find additional space or try to create a more streamlined workflow which will accommodate more function in less space.



For optimum efficiency, rely on the experts at Kwik-File to design your mail center.

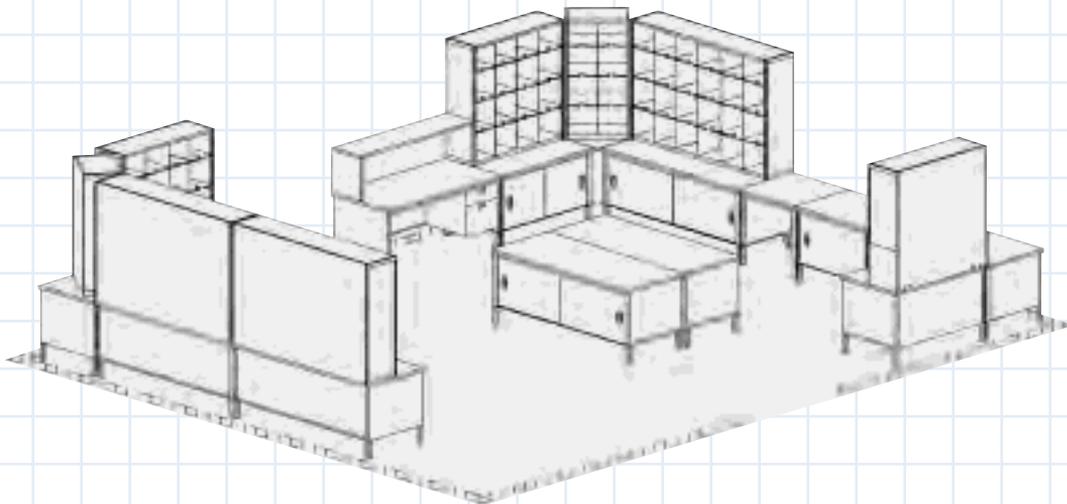
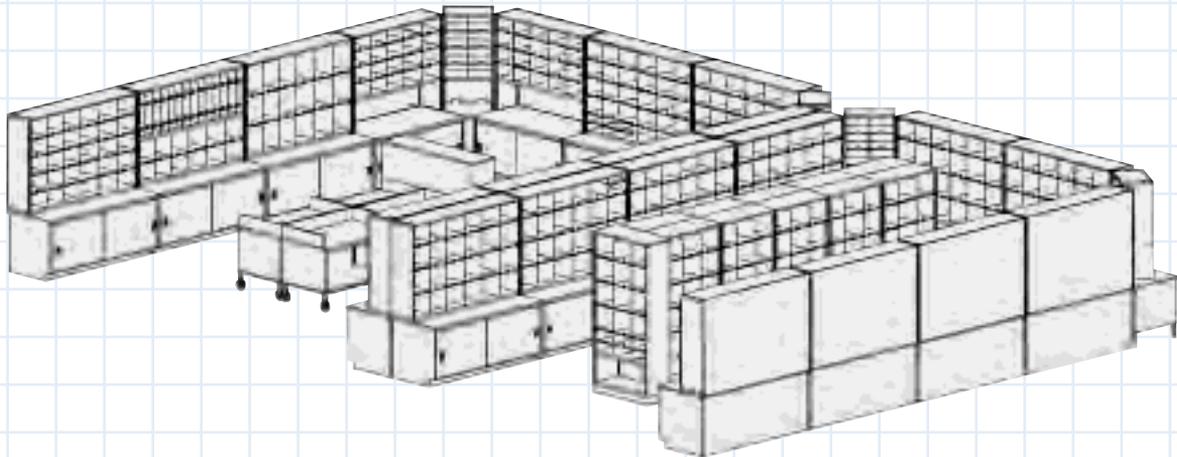
Kwik-File has a dedicated team of space planners providing our FREE DESIGN SERVICE to our customers. Our space planners are experts in designing any size mail center project, large or small. All proposals will be represented in 2D and 3D views and will be returned to you within days with a detailed quote by fax or by an email.

Premier Business Solutions

Phone: (888) 609-8812

Fax: (212) 689-3801

E-Mail: sales@premierbusiness.com



PREMIER
BUSINESS
SOLUTIONS