

## **CUSTOMER ORDER FORM**

Call or Email us for a Pick-up or QUOTE!

 918-359-8900 or Email to: [orders@opveon.com](mailto:orders@opveon.com)

COMPANY/FIRM NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FILE / BILLING REFERENCE: \_\_\_\_\_

ORDER DATE: \_\_\_\_\_ DUE DATE / TIME NEEDED: \_\_\_\_\_ (Please indicate time required – Not ASAP)

### **COPYING / OVERSIZE**

#### **B&W COPIES:**

\_\_\_\_ # of Sets Needed

\_\_\_\_ Mirror Original Size

\_\_\_\_ Single to Double-Sided

\_\_\_\_ Double Sided

\_\_\_\_ Double Sided to Single

\_\_\_\_ Blowback Copies from Disc

#### **COLOR COPIES:**

\_\_\_\_ # of Sets Needed

\_\_\_\_ Color for Color

\_\_\_\_ Copy as B&W

\_\_\_\_ Highlighting in Color?

\_\_\_\_ Color Photos – 2up or 4up

\_\_\_\_ Blowback Color from Disc

#### **OVERSIZE COPIES / SCANS:**

\_\_\_\_ # of Sets Needed

\_\_\_\_ Same Size as Original

\_\_\_\_ Enlarge to: \_\_\_\_\_

\_\_\_\_ Reduce to: \_\_\_\_\_

\_\_\_\_ Fold or \_\_\_\_ Roll

\_\_\_\_ Mount on Foamboard

### **BINDING / INDEX TABS**

#### **FINISHING:**

3 Hole Punch: Originals: ☐ Copies: ☐

\_\_\_\_ 2 Hole Punch at top

\_\_\_\_ Staple/Clip/Band as Original

\_\_\_\_ Leave Loose

\_\_\_\_ Insert Color Slipsheets

#### **BINDERS / BINDING:**

\_\_\_\_ 3 Ring Black \_\_\_\_ 3 Ring White

\_\_\_\_ Coil Bind \_\_\_\_ GBC Spiral

\_\_\_\_ Depo/Pengad \_\_\_\_ Velo Bind

\_\_\_\_ File Folders

\_\_\_\_ Redwells

#### **INDEX TABS:**

\_\_\_\_ Index Tabs - same as Original

\_\_\_\_ Insert Tabs in Originals too

\_\_\_\_ Copy on color paper

\_\_\_\_ Custom Tabs:

### **SCANNING / E-DISCOVERY / CD-DVD DUPLICATION**

SCAN DOCUMENTS? ☐ CONVERT NATIVE EDOCS/EMAILS? ☐ E-DISCOVERY PROCESS/REVIEW ☐

FORMAT: PDF ☐ Multi-Page TIFF ☐ Single Page TIFF ☐ JPEG for Photos ☐ CLOUDNINE Load/Hosting ☐

FILE / DOCUMENT NAMING STRUCTURE: \_\_\_\_\_

SEARCHABLE OCR? ☐ E-BATES #: ☐ STARTING BATES#: \_\_\_\_\_ PREFIX: \_\_\_\_\_

LOAD FILE NEEDED? YES ☐ (Circle Type: Summation / Concordance / Trial Director / Sanction / Relativity)

MEDIA: CD ☐ DVD ☐ USB ☐ HD ☐ Email ☐ FTP-Sharefile/Hightail ☐ QTY / # SETS: \_\_\_\_\_

### **OFFSET / DIGITAL PRINTING**

BUSINESS CARDS ☐ LETTERHEAD ☐ ENVELOPES ☐ INVITATIONS ☐ BROCHURES ☐ FLYERS ☐

QTY / # SETS: \_\_\_\_\_ SPECIAL PAPER / SIZE / OTHER: \_\_\_\_\_

**OTHER SPECIAL INSTRUCTIONS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_