



# Dictate **NOW**

Transcription Services



## Dictation Outsourcing

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UK BASED TYPING

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45 MINUTE TURNAROUND

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7 DAYS A WEEK INCLUDING  
EVENING TYPING

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HARDWARE, SOFTWARE AND TRAINING

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FULLY INTEGRATED WITH BIGHAND  
AND WINSCRIBE

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NO MONTHLY COMMITMENT –  
'PAY AS YOU GO'

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100% UK Based



[www.dictatenow.com](http://www.dictatenow.com)

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# Digital Dictation Outsourcing

- **Does your typing sometimes get delayed because...**  
You do not have a full-time secretary, or your secretary is too busy, on holiday or off sick?
- **Would you like to reduce administration costs?**
- **Do you want to increase efficiency with correspondence typed the same day?**
- **Do you do your own typing?**  
Did you know that most people can dictate at least seven times faster than they can type?

## Whatever your situation, DictateNow has a solution for you...

Our typists are all UK based. We guarantee your typing will be undertaken by a qualified typist with experience in your specific fields be it legal, medical, surveying or accountancy.

## Using DictateNow offers these benefits

- Fully confidential & secure
- Use all your existing templates and forms
- Flexible pricing options to suit both occasional and high volume users
- Service and support available 24/7. Dictations uploaded in the evening/weekend will be typed the same day
- Your clients and professional colleagues receive their correspondence promptly
- 40% cheaper than employing a secretary
- No salary, National Insurance, pension or bonus. No holiday or sick pay, no time wasted with coffee breaks or arriving late for work
- No office space, furniture, IT and telephone costs either
- A highly cost effective alternative to employing secretaries and temporary staff

## Outsource Partners

**DictateNow** integrates seamlessly with the BigHand (including nFlow), Winscribe, Olympus and Philips digital dictation platforms enabling all their clients to benefit from **DictateNow's** outsourcing service.



## BlackBerry and iPhone

**DictateNow** has developed software to allow you to dictate from your Blackberry or iPhone. No need for a dictation machine – your mobile phone can do the job! This innovative software will allow you to dictate important letters or documents when you are at home, on a client visit, on holiday or any location away from your office. No need for clients to wait or for dictations to be delayed.



## Templates and Forms

**DictateNow** allows you to use your own firm's templates to ensure the typed document is returned in the exact layout you require. Our software is also fully integrated with form packages – Iris Laserform, Oyez, Shaws. Just send your templates or advise us which forms package you use and we will ensure your typed document complies with your exacting standards.

## Case Management and Document Management Integration

In addition to or as an alternative to typing your document using your templates or form packages, **DictateNow's** typists can type directly into

your office system, thereby avoiding the need for dictation of names, addresses and allowing all dictations to be automatically stored in the appropriate client file upon completion. Confidentiality is maintained at all times as **DictateNow's** typists are only connected to the case management system for the time it takes to type a dictation.

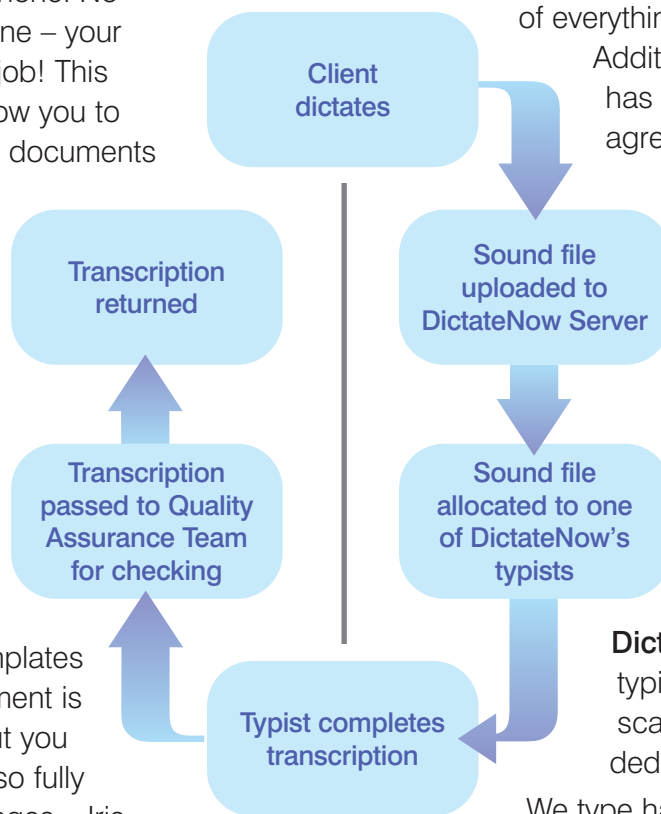
## Confidentiality

We understand confidentiality is paramount. All our typists are based in the UK and are qualified and experienced.

They understand the confidential nature of everything they hear and type.

Additionally each of our typists has signed a confidentiality agreement with **DictateNow**.

We also use a system of encryption and firewalls backed by passwords to protect the data. Our encryption is based on a digital certificate, which is the same technology used by banking websites.



## Copy Typing

**DictateNow** undertake copy typing, with documents scanned and emailed to our dedicated team of copy typists.

We type handwritten amendments to documents, dictated amendments, notes of meetings, manuscript notes, printed text or other media.

The copy typing service is available 7 days a week.





## Why choose DictateNow?

We are used by lawyers, MPs, doctors, dentists, accountants, insurance firms and surveyors. Our clients tell us the reason they choose **DictateNow** is:

- Increased efficiency
- Knowing their transcriptions will be returned so promptly removes a lot of stress
- The quality of our typing is exceptionally high
- The cost is very reasonable and there are no commitments
- We provide an excellent and friendly support service
- 100% confidential and secure



## What our Clients Say...



**Freeth Cartwright LLP** says...

*“**DictateNow** is an integral part of our firm, providing an essential typing service. They complete our work within our case management system which makes the service as seamless as possible.*

*Solicitors outsource work to **DictateNow** themselves so that they manage their and their secretaries workloads and so maintain the high level of service for our clients. It is particularly useful for work sent out of hours. ”*



**Michael Foster** MP for Hastings and Rye has nothing but praise for DictateNow's outsourcing service...

*“I have benefited enormously by using DictateNow's outsourcing service. My secretary Emily likes having evenings and weekends off! So with **DictateNow** offering both a 7 day a week and an evening service I can always rely on having my dictations transcribed, helping me to provide the best possible service to my constituents. The accuracy and turnaround of the work is excellent. ”*



## Free Trial

We offer a free, no obligation trial so that you can ensure that you are entirely happy with our system before you go ahead. For details of the free trial, to ask any questions, or just to get started, CONTACT **DictateNow**...

# Dictate **NOW**

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