

Dictate NOW NEWS

Keeping you up-to-date with our services and events

ISSUE THREE - APRIL 2008

Welcome to the third edition of DictateNow's quarterly newsletter

In this edition we have included news about DictateNow's acquisition of Solscribe, our recent marketing campaign at Holborn station and the integration of DictateNow software with Winscribe, nFlow and V7 adding to the existing integration with BigHand. We also have our regular snippets of news including tips, a client's testimonial on the DictateNow service and our meet the staff section.

What do DictateNow do?

DictateNow provide both a UK based dictation outsourcing service and digital dictation systems for internal use within your office. For further information, please call **Annie Downes** at DictateNow Sales on **0845 601 7726**, or visit our website on www.dictatenow.com and view the PDF brochures on the left of the page.

DictateNow – UK's largest outsourcing company

DictateNow is in its 5th year and is the UK's largest dictation outsourcing company. We now employ 125 UK based, qualified and experienced legal secretaries. Our clients range from solicitors, barristers and MPs to surveyors, estate agents, members of the medical profession and charities.

DictateNow at Holborn – the centre of all that's Legal

Continuing our links with the legal profession, DictateNow's ambassadors appeared at Holborn station to promote our latest dictation outsourcing offers.

For further information on our latest promotions and offers, please call Annie on **0845 601 7726**



DictateNow and Lupus UK

Following DictateNow's successful sponsorship of the Parliamentary Tiffin Cup 2007, (and Ed Milliband, MP and Cabinet Minister's presentation of a beautiful cup to the lucky winner, The Bekash Restaurant of Romford Essex), MP Andrew Rosindell (who nominated the winning restaurant) was afforded the opportunity to nominate a charity of his choice to whom DictateNow would provide free of charge a bundle of dictations. Mr Rosindell's choice

Lupus UK, a charity raising funds for autoimmune disease, were the lucky recipients but decided to accept a cheque equal to the value of these dictations, which was much appreciated by them. DictateNow's Managing Director, Garry Park says: "We were thrilled to be able to sponsor and participate in the Tiffin Cup. We work closely with our MP clients to ensure efficient cost effective typing of Parliamentary and constituency correspondence".



Useful to know...

Our Service...

Average outsourcing turnaround:

(Jan - Mar 08) - 41 minutes

Current software versions:

Author: 2.08 Transcribe: DictateNow

Transcribe 2008 version 4.21

Do you have the most recent version?

If not, call **DictateNow** for an update.

DictateNow's new partnerships...

Bolstering our strategic position

DictateNow has formed new partnerships

with **V7** (who primarily work with surveyors), **nFlow**, and **Winscribe**.

Our software integrates seamlessly with these firms enabling all their clients to benefit from DictateNow's outsourcing service.

Monthly Service Charge Cancelled

DictateNow are pleased to announce that our monthly service charge has been cancelled – no usage = no cost. Clients can benefit from our service as and when required.

Important Information DATA PROTECTION FOR DICTATIONS...

Are you aware of the importance of protecting your data under the Data Protection Act? If you currently outsource your dictations to a company abroad whether by email or otherwise – your dictations may not be protected.

All DictateNow's typing is carried out in the UK by qualified legal typists ensuring complete confidentiality and data protection.

DictateNow increase market share with aquisition of Solscribe Ltd

In December 2007, DictateNow announced its acquisition of Solscribe Ltd's digital dictation business.



Solscribe Ltd had established itself primarily in the Midlands and North of England and a presence also in London and the South East, with a number of prestigious law and property firms.

DictateNow and Solscribe have built a strong business relationship over the past year, with integrated systems

which allowed DictateNow to provide Solscribe a fully automated typing overflow and backup service.

Solscribe Managing Director Michael Rodden said "This is a very positive move for our clients. They now benefit from the support and service of DictateNow - the UK's leading outsourcing business".



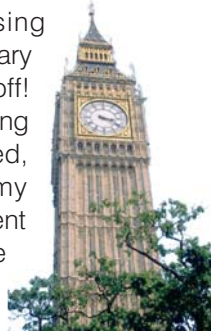
What our clients say...

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

and with DictateNow's charges being covered by the Parliamentary staff allowance, using DictateNow as support for my own secretary couldn't be easier. ”



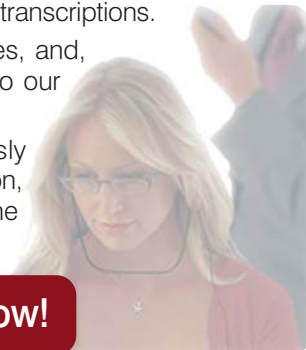
Version 4.21

New Typist Software

The latest upgrade of the Typist Software is available now. There are many new features designed to help manage workflow and assist your secretaries.

- A new colour coded watch list enables your secretaries to keep an eye out for dictations from particular fee earners or for dictations that are high priority.
- The enhanced workflow management facility enables administrators to 'drag and drop' dictations between departments, typing pools and individual typists improving the workflow and turnaround time of transcriptions.
- Secretaries can switch dictations between themselves, and, with permission, can also outsource the dictations to our team if they are too busy to transcribe them.
- To avoid your secretary from having to continuously check to see if a dictation has been sent for transcription, the DictateNow Transcription icon flashes alerting the secretary that a dictation has been received.

Call DictateNow for your upgrade now!



The information given in this newsletter is for information only. It does not in any way constitute a contract and should not be relied upon.

Did you know...

You can increase security for your emails by encryption...

All typed documentation is returned to you by email For added protection of your typed data, call **Onder** on **0845 601 7726** to request encryption of your emails.

You can obtain your typed documentation without waiting for email notification that typing has been completed...

On the main DictateNow screen, locate your dictations and click on the **down arrow** to the **right** of each dictation. This will automatically open the typed document which you can then choose to save appropriately on your computer or print. No need to wait for the document to be emailed to you!!

Meet the staff...



Annie Downes
UK Sales Manager

Annie is DictateNow's Sales Manager, handling all new sales enquiries and liaising with existing clients. Her friendly approachable manner means clients questions concerning pricing, installation etc are dealt with efficiently and calmly.

Annie is a busy mum with three children and her out of work interests include assisting at her local school and time permitting reading and theatre.

DictateNow appoint new Sales Representative

Phil Marshall has recently joined DictateNow to head our Exeter based team in the South West of England.

Being a qualified Lexcel Law Society consultant and with over 25 years of experience working within the legal and insurance industries, Phil is a welcome addition to our team.