



Dictate **NOW**

Services for Members of Parliament &
The House of Lords



Constituency dictations
Parliamentary dictations
Private dictations

Dictation Outsourcing

UK BASED TYPING

45 MINUTE TURNAROUND

and

Digital Dictation Solutions

INTERNAL DICTATION

HARDWARE, SOFTWARE & TRAINING

www.dictatenow.com

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Dictation Outsourcing and Digital Dictation Solutions

- 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?

- As an MP would you like to reduce administration costs?
- Are you considering going digital, but are concerned about the initial outlay?
- Would you like to improve efficiency with Parliamentary business?
- Do you want to increase efficiency with surgery correspondence letters typed within 45 minutes?

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

DictateNow provides outsourced dictation typing, digital dictation software and digital dictation equipment. **DictateNow** offer a unique outsourced transcription service for Parliament. Our qualified legal secretaries, all based in the UK, type thousands of documents every week.

Wherever your constituency, you can join the growing number of MPs we serve nationwide.

You have two main options...

DictateNowOffice

DictateNowOffice is a dictation outsourcing service. Using our simple-to-use software, once completed, your dictation is passed through a secure link to our qualified typists, who are all based in the UK. 99% of dictations are returned in under 45 minutes. A highly cost effective alternative to employing secretaries and temps.

- Service available 24x7. Surgery dictations uploaded in the evening/weekend will be typed the same day.
- Documents returned within 45 minutes (during office hours) so your clients always receive their correspondence promptly
- 40% cheaper than employing a secretary
- No salary or National Insurance, pension or bonus. No holiday or sick pay, no time wasted with coffee breaks, no arriving late for work, no doctor or dentist appointments.
- No office space costs, furniture, IT and telephone costs either.
- Low start-up costs and very competitive typing charges
- No more tapes
- You can dictate in or away from your office and even from home

DictateNowTypist

DictateNowTypist allows your own typist(s) to type your documents (without the need for tapes). However, at just one click, when your secretary is busy or away, your dictations can be sent to **DictateNow** for typing. Whether your secretary is based at your office, or is a home worker, **DictateNow** ensures your dictations are typed promptly and efficiently.

- Pool your typing resources so that they are as productive as possible.
- Keep this pool as small as possible and still be able to cope with peak periods of work, holidays and unexpected absences.
- Lower investment required compared with other systems available
- Greater office efficiency without the need for tapes

Both options offer these benefits

- Fully confidential & secure
- Evening and weekend typing
- Use all your existing templates and forms
- Flexible pricing options to suit both occasional and high volume users

Confidentiality

All our typists are based in the UK and are qualified legal secretaries. They have all worked for law firms and therefore fully understand the confidential nature of everything they hear and type in the course of their work.

Additionally each has signed a confidentiality agreement with **DictateNow**. We ensure that our staff take this seriously.

Additionally the software removes the sound file and typed document from the typist's computer following the completion of each document. 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 web sites.

Forms & Templates

DictateNow allows you to use your own templates or precedents. For example, standard letter or attendance note.

By using templates, you ensure the typed document is the exact layout you require. You also only pay for the lines typed by our typists, so lines on the template are excluded

System requirements

To use the **DictateNow** service your PC will need to be running Windows 2000, XP or Vista and have a broadband connection.





What equipment do you need?

DictateNow can supply a wide range of digital dictation equipment from all the major manufacturers including Philips, Grundig and Olympus.

Most of our clients however choose between the Philips SpeechMike Pro and the Philips 9360 Pocket Memo.

The SpeechMike Pro is attached to your computer with a long lead (so you can stand up, but not walk around). It is simple to use and can be used as a 'mouse' so you can do everything with one hand.

The 9360 Pocket Memo is cordless so you can use it wherever you like. To send your dictations, you just connect it to the computer (or a docking station) and your dictations are downloaded automatically.



Why choose DictateNow?

Our clients tell us that there are eight reasons they choose to stay with us...

- Increased efficiency for Parliamentary and Constituency work
- The system is very simple to use and reliable
- Knowing their dictations 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
- Used by Members of Parliament

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**...



For further information please contact **DictateNow**

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