



DICTATENOW CHECK LIST – JUNE 2008

How does DictateNow compare – use this checklist to do the comparison yourself.

	DictateNow	
Outsourcing		
150 typists covering all disciplines of law	✓	
Dedicated typing group setup for larger clients.	✓	
All typists based in UK	✓	
No typing goes abroad – Data Protection Act compliant	✓	
45 minute turnaround (achieved in over 97% of dictations over past 6 months)	✓	
Weekday typing up to midnight	✓	
Weekend typing – Saturday & Sunday	✓	
Competitive prices. Automatic price discount for regular users.	✓	
No minimum charge / no monthly commitment.	✓	
Documents checked by Quality Assurance team.	✓	
Templates used to ensure correct layout.	✓	
Sales & support		
Borehamwood head office	✓	
7 day week support	✓	
Regional sales and support – Sales &	✓	

support teams South West and Midlands.		
Technology		
Digital certificate ensures all information encrypted.	✓	
Email encryption option	✓	
High level of security	✓	
Typists		
150 as at June 2008	✓	
All UK based	✓	
All qualified legal secretaries	✓	
All are highly experienced	✓	
All directly employed by DictateNow and have signed confidentiality agreements	✓	
Clients		
Clients in every part of the UK	✓	
450+ UK Law firms / Barristers chambers	✓	
Accountancy firms	✓	
Members of Parliament / Government	✓	

Finance, insurance and pension companies	✓	
Surveyors	✓	
Integration		
Compatible with BigHand, Winscribe, nFlow,V7 & DictateNow Office.	✓	
Case and document management integration	✓	
Toolkit for integration to other systems	✓	
Products & services		
DictateNow Outsourcing	✓	
DictateNow Office	✓	
Telephone dictation	✓	
Copy typing service	✓	
Client web login providing selection of management reports.	✓	