



# Dictate **NOW**

Services for Accountants

## Dictation Outsourcing

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UK BASED TYPING

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45 MINUTE TURNAROUND

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and

## In-house Digital Dictation Solutions

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INTERNAL DICTATION

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HARDWARE, SOFTWARE & TRAINING

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[www.dictatenow.com](http://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 a partner would you like to reduce administration costs?**
- **Are you considering going digital, but are concerned about the initial outlay?**
- **Do you want to increase efficiency with correspondence typed within 45 minutes?**
- **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...

**DictateNow** provides digital dictation and transcription software and equipment. We also offer a unique outsourced transcription service.

**Our qualified and experienced secretaries, all based in the UK, type thousands of documents every week.**

Using **DictateNow** offers 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

You have three main options...

## DictateNowOutsourcing

**DictateNowOutsourcing** 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. Dictations uploaded in the evening/weekend will be typed the same day
- 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, from home and even abroad

## DictateNowOffice

**DictateNowOffice** 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

## DictateNowMobile

With **DictateNowMobile** you can dictate away from the office, at any time, using a mobile telephone. DictateNow will provide you with a local phone number and PIN code. You simply phone up, enter your PIN and start dictating.

- You can rewind/replay and amend your dictation as you would with a conventional dictation machine.
- When you have finished the dictation it will be passed to DictateNow's typists and by the time you return to your office, the transcription will be waiting for you.

## Forms & Templates

**DictateNow** allows you to use your own templates. By using templates you ensure the typed document, be it a due diligence report, taxation document or file note, is returned in the exact layout you require.

## Confidentiality

All our typists are based in the UK and are qualified and experienced secretaries. They have all worked for accountancy or law firms and fully understand the confidential nature of everything they hear and type. Additionally each of our typists have 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.





## 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.

## System requirements

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

## Why choose DictateNow?

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

- Increased efficiency
- 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 accountants, lawyers, MPs, insurance firms and surveyors



## 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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