

What do we do?

Audio transcription service: (Available 24/7)

- All of your typing output including letters, contracts, file notes, memos, and email narratives.
- Reports such as Lease Reports and Surveyors' Reports.
- Court documents (pleadings) and standard court forms (eg: Land Registry/Family Law/County Court).
- Barristers' Advice, Opinions, and draft pleadings.
- Transcripts of multi-speaker recordings meetings/conferences, interviews, focus groups, telephone conversations, and Court hearings.
- Zoom and Teams meetings can be transcribed with optional subtitles on recordings.

Document Production Service:

- Complete document formatting (or re-formatting into house style) to include advanced functions such as tables of contents, cross-referencing, page numbering, headers, footers, etc.
- Copy typing (both handwritten notes and printed text).
- PowerPoint presentations and Excel spreadsheets.
- Amendments to documents from PDF manuscript mark-ups.
- Conversion of PDFs to Word/Excel/PowerPoint.
- Manipulation of PDFs (splitting, moving/deleting pages, redacting text, etc.).
- Retyping of old documents, such as leases and wills, that need updating.
- Production of electronic Court bundles that follow all of the guidelines laid out by HMCTS.

Electronic Bundle Creation

Our document production specialists can produce Court bundles to HMCTS guidelines and include full optical character recognition (OCR), hyperlinks from Index, and full pagination.

- Save time on what is a very detail-oriented task.
- Save on software and training costs.



Please scan for more information and to set up your free trial

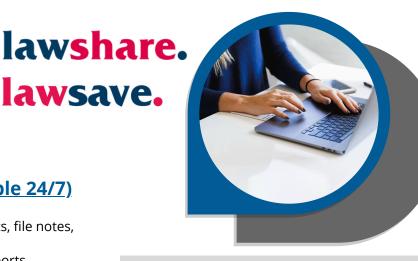












Document Direct facts:

More than 200 UK based typists

- All security and capability checked
- Specialists in legal and medical
- 24/7 service

lawsave.

• Fast turnaround times

Supports all workloads, peaks, holiday and absence cover

500+ UK and International Law firms use the service

Transcription and all document production - creation and enhancement

Endorsed by:

- Manchester Law Society
- LawNet
- LawSave
- Cheshire & North Wales Law Society

Fully compliant and secure:

- ISO 27001
- ISO 22301
- ISO 9001
- Registered with the Information **Commissioner's Office**
- GDPR Compliant
- B Corp certified





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