



## 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
- 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