



QUILL

accountable to you



Docshub



**EASY | SECURE | SMART |
SURPRISINGLY AFFORDABLE**



+ Create **→ Merge** **✎ Edit** **📎 Attach** **✉️¹ Send** **🖱️ Save**





Get your money's worth

For £19 per user per month, DocsHub is a one-stop storage solution that brings all your files, emails, legal forms and other important documents together, safely and centrally stored inside Quill.

With easier time recording and document creation, teams can stay focused on servicing clients whilst uncovering an average of 5 more hours of billable time per week.

That's 260 extra billable hours a year!



Reduce the burden and cost of paper

It's easy to collect documents from clients but trickier to store, track, manage and protect those documents once you have them.

Implementing a document management system is the most important step in creating a paperless office and removing the cost, insecurity and inefficiency of paper.

According to the Information Commissioner's Office (ICO), 40% of data security incidents recorded in 2016 were attributable to paper breaches.

DocHub augments the paper file, giving you a secure and simple way to create, edit, store, locate, and manage all the case documents with easy time capture along the way.



Carry out bulk Actions

Filter options to find documents easily

Versions

Edit Options

Upload or Drag & Drop Documents

Preview Documents & Emails

Different options to view your files

Documents Templates Forms Forms Library Documents

Upload

GROUP SETTINGS

- Grouped
- Ungrouped **New**

VIEW SETTINGS

- All documents
- Organised into folders
- Recycle bin

Client Care Letter.docx
Modified 02/02/2021 15:02 by a.davies
Client On-Board... Final Version Letter Out

Client Care Letter.msg
Email out from sarah lear to 'Karen Heggie'
Modified 01/02/2021 10:01 by sarah lear
Emails Email In Letter Out

Client Declaration v1-signed.pdf
Signed Declaration
Modified 01/02/2021 09:59 by sarah lear
Client On-Board...

image (1).png
Passport
Modified 01/02/2021 09:59 by sarah lear
Client On-Board...

Client Care Letter.docx
Preview Details

Final Version Letter Out Labels

Mr Peter Piper
23 Woodburn Gardens
Ryedale End
Yorkshire
YO22 1AB

29th January, 2021

Mr Piper

Make some changes

Re: PIG ON School Lodge, Pirates End

Thank you for instructing O Law. I am happy now to provide you with my client care pack which contains all you need to know at the start of your matter.

I enclose the following:

- Guidance on what identification we need from you
- Your Client Declaration
- Client Care Protection Information Document
- Our Complaints Procedure
- Please to Contact our instructions

You can view our current Terms of Business on our website. Please let me know if you require a printed copy, a large print copy or an audio version.

What you need to do now:

Tightly integrated Cloud storage for the modern law firm

Accessible using any device anywhere, you can work on documents from home or on-the-go with the same experience you get in the office when using Microsoft Outlook, Word and Excel.

The workspace is designed around your cases and projects, offering flexible document versioning, tagging, field merging and intuitive searching.

All your files are synced across all devices and available in real-time. You'll spend less time searching for files — a cumbersome and time-consuming task — and more time on high-value work.



Now that's what we call e-a-s-y.

The screenshot shows a web interface for document management. On the left, there's a 'Drag documents here' section with a file named 'Form H1 - Statement of Costs.docx'. A callout 'Amend file Name' points to the filename. Below it, a 'Select a Folder' callout points to a dropdown menu showing 'Folder: PIP0021'. At the bottom left, a 'Versions' callout points to a 'New Version' button. On the right, there's a 'Record Time' section with two entries for 'James Jesse Mr'. A callout 'Add Multiple Time Entries and an Attendance Note' points to a '+ NEW TIME RECORDING' button. A dark blue circle with the text 'Now that's what we call e-a-s-y.' is positioned above the interface.

No need to:

- Worry about version control or lost documents
- Pay for shared drives or bulky filing cabinets
- Manually type in forms or re-upload documents
- Separately time-record
- Risk GDPR or security breaches

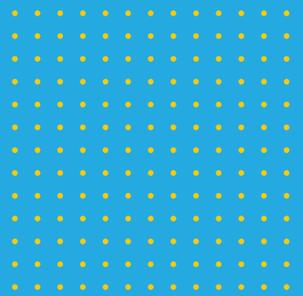
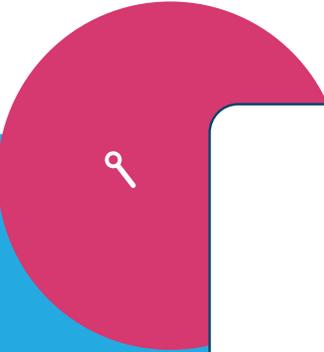
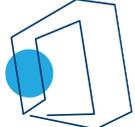
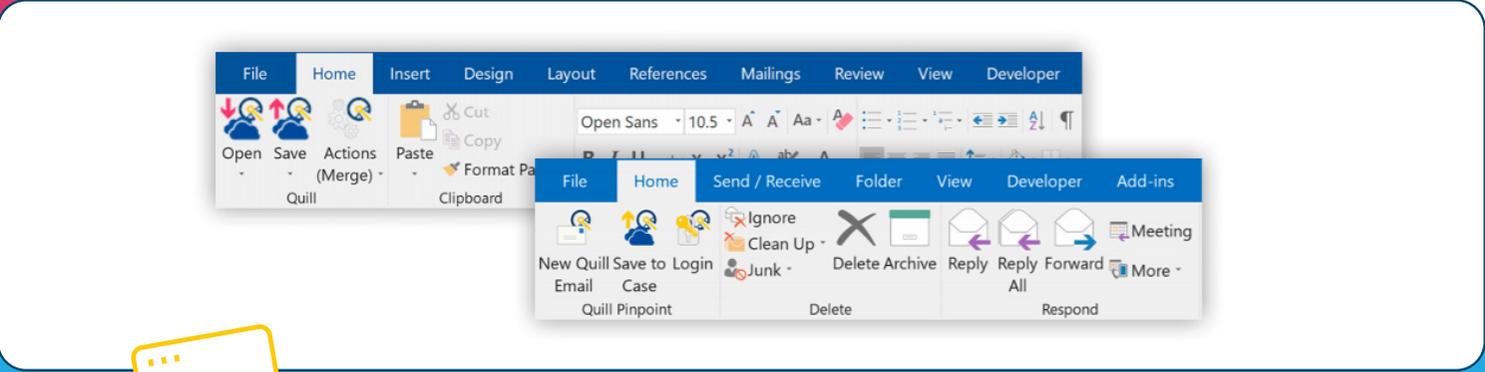


Sync documents across systems you already know and trust

Our DocsHub is unique in that it delivers tight integration between all of your practice cases stored in your Quill software and Microsoft Outlook, Excel and Word.

Moving paper is slow. DocsHub offers you an opportunity to streamline and digitise your internal and external processes. You'll have all your matter correspondence and master versions in one place — with unlimited storage and accessible from anywhere — plus a central library of templates and practice precedents that can be automatically populated and emailed from Quill.

By syncing Quill with your Microsoft Office suite, you can do so much more without ever interrupting your normal workflow.



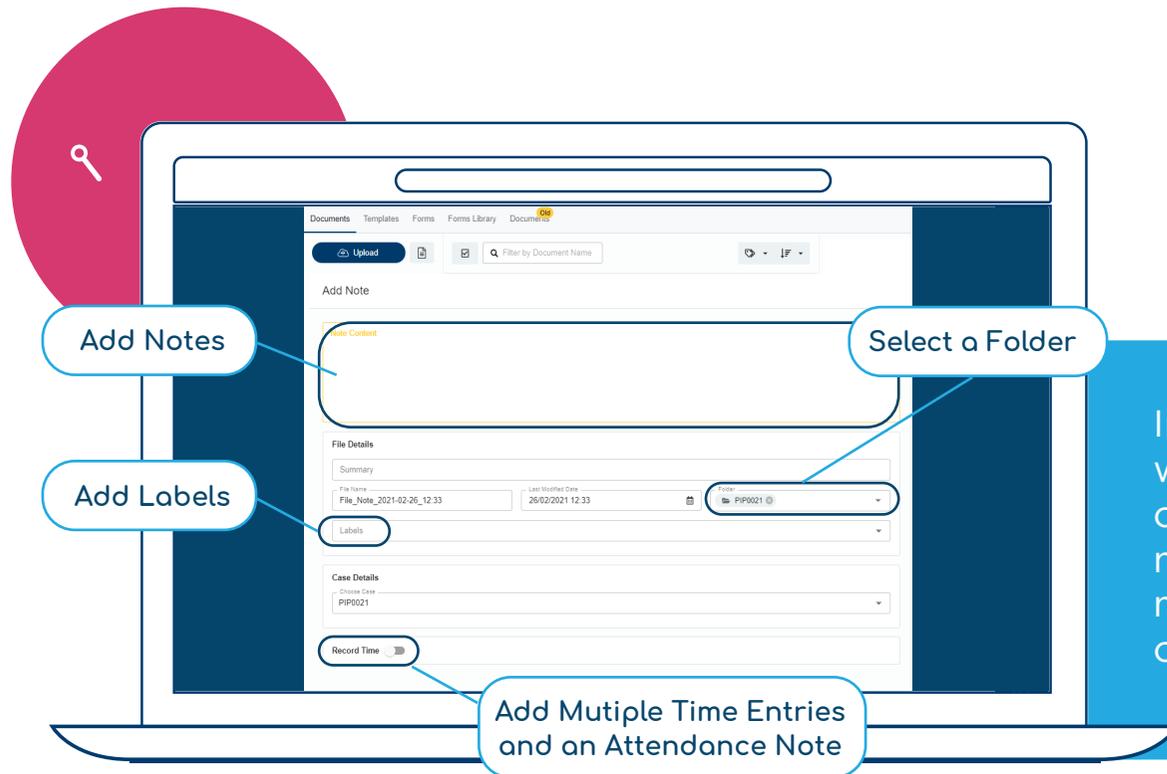
Isn't it time to supercharge your law firm?

A seamless upgrade built with you in mind

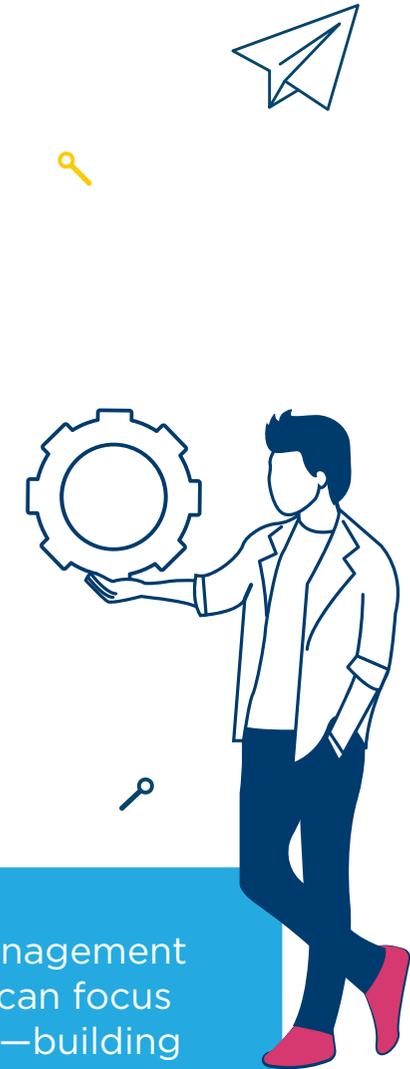
Sure, you could use big-name shared drives, but why pay for an off-the-shelf option that offers just the basics?

We've removed the barriers that stifles collaboration, productivity and growth in a law firm and built a workhorse of a product that's made for you.

For example, you can automatically populate your own branded practice templates and engagement letters, emailing them to your clients in Word or PDF formats. Similarly, you can have email conversations automatically saved to your relevant case and record time along the way.



Imagine document management without limits. So you can focus on what really matters—building meaningful client relationships, maximising billable time and completing work faster.



Document Management System vs. Third-Party shared drives

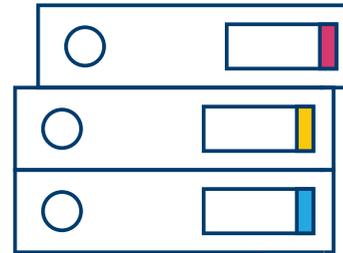


You could use file-sharing services like Google Docs, Dropbox, Box and others, however their capabilities are limited when it comes to managing your matters efficiently.

Document management systems, on the other hand, provide a more robust set of capabilities and our DocsHub is custom-built for a law firm. Most significant is the time recording and security embedded into the system.

	Docshub	Third-party shared drives
Can I time record?	Yes, and fully integrated with Outlook, Word and Excel	No
Can I use templates library and include my practice-specific's stationery and letterheads?	Yes	No
Can I mail-merge client and matter data to documents?	Yes	No
Can I sync files to my computer and to my cases?	Yes	No
Can I auto-upload an email thread to my case?	Yes	No
Can I create an auto-folder structure per case type?	Yes	No
Is there a storage limit?	No storage limit	Yes but additional cost incurred.
Can I store private client information?	Yes	No
Is the data storage location in the UK (per GDPR)?	Yes	Depends
Can I create, move and delete folders and files?	Yes	Yes
Can I upload & drag and drop files?	Yes	Yes
It is single sign on?	Yes	Depends.
Are mobile devices supported?	Yes	Yes
Can I view version history?	Yes	Yes
Can I preview files?	Yes	Yes
Can I perform bulk actions?	Yes	Yes
Can I share files with my colleagues?	Yes, all team members see the same files	Yes
Can I preview files?	Yes	Yes





Surprisingly affordable.

For only £19 per user, you'll get a paperless and cloud-based solution that's pre-built to work with the Microsoft Office suite, with unlimited storage and no hidden fees or cancellation clauses. The beauty of Quill's document and email management is that it won't disrupt existing workflows and will make practice management-specific needs, like time recording, a dream.

Plus, you won't need any fancy customisation or get your hands dirty with complex code to get your team up and running.

Contact us today at sales@quill.co.uk to sign up for our DocsHub.



Why choose Interactive Documents?

Increase mobility

"All our matter documents are hosted by Quill in thecloud. We can view and check anything whenever, wherever, however."

Joanne Bury - Burys Solicitors

Comply with GDPR

"We only print and file a very small fraction of our documentation, mostly signed paperwork, so we save lots in paper, print cartridges and storage cabinets."

Gary McIndoe - Latitude Law

Lower costs

"Quill's systems give enterprise-level functionality without the cost and trouble of hosting and maintaining it myself."

Lynne Passmore - Lynne Passmore Family Law

Save time

"We want to cut down on dead time. Mobile working means that no time is wasted and every piece of fee earning activity is captured."

Nick Archer - Silversmiths LLP

Work smarter

"DocsHub is an extra brain working alongside us. Where our business is concerned, it's Quill powering the engine."

Jawaid Luqmani - Luqmani Thompson & Partners





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