



OUTSOURCED TYPING SERVICE

Dictate on Quill's app or your preferred dictation device and receive your **typed-up documents** within your **Quill software** by **speedy return**

WHY OUTSOURCE YOUR TYPING?

Reduce your overheads



Our pay-as-you-go, length-of-dictation, per-second pricing model can lead to 40% reduction in overheads compared to in-house costs.

Speed up your admin



We type all your legal files with our four-hour turnaround as standard or one-hour turnaround for urgent documents.

Save time for business-critical tasks



A document stack and typing backlog takes hours to process. Outsource and attend to fee earning and business management instead.

Work remotely



With our hands-free typing service, dictate on-the-go using a smartphone app or handheld recorder and turn anywhere into your office.

WHICH OPTION IS BEST FOR YOUR BUSINESS?

HANDHELD DICTATION DEVICE

Keep using your existing dictation hardware and fully realise the return on your investment.

MOST POPULAR

SMARTPHONE APP

Download Quill's dedicated typing app on your smartphone.

I HOW IT WORKS

Using Quill's typing service takes five easy steps:

- 1 Search for Quill's free typing app in the App Store (iOS) or Google Play (Android) and download it onto your smartphone.
- 2 Log into the app using your unique username and password, dictate your documents by talking into your phone, selecting your turnaround time and then hitting the 'send' button.
- 3 Subscribe to Quill's document management software for a minimal per-user fee and enjoy unlimited storage of live-and-archived matter documents including those generated by Quill's typing team.
- 4 Get your documents returned straight into Quill's document management software and access your files any time, any place and on any device by logging into Quill.
- 5 Opt for automatic time recording to simplify your subsequent billing and costs recovery activity.

I TRANSCRIPTION AND TYPING MADE EASY - OUTSOURCE TO QUILL

Improve the quality of your documents - our trained legal secretaries possess expert technical knowledge and offer close-to-100% accuracy rates.

Maintain confidentiality always - there's security with ISO 27001 certification, encryption, DBS checks, confidentiality agreements and more to protect your sensitive data and documents.

Get flexible and short-staffing support - instruct on an ad hoc or regular basis including peak holiday season and periods of sickness when staffing levels are low. We're here for you 24/7.

Reinforce your firm's branding - simply send us your brand guidelines and we'll implement house-style templates so everything's consistently formatted and on-brand.

Operate at your smartest - choose the best set up for your environment and streamline processes by receiving your typing files straight to your document management system in Quill with auto time records.

Enjoy true customer-focused backing - we go the extra mile as close, personal cooperation underpins our service with an assigned account manager and designated secretaries with experience in your key practice areas.

I CLIENT PRAISE

"As anyone who operates in the conveyancing field knows, there are seasonal fluctuations causing peaks and troughs at certain times of the year. Rather than increasing the number of assistants employed in our practice, as this wouldn't make good business sense for quiet spells, we tap into Quill's typing service as and when we need it. The outsourcing model is extremely flexible and perfectly complements our existing resources."

Stuart Jones, Conveyancer, Robert Simmons Solicitors

"We entrust Quill's typing team with all manner of substantial documentation, from complicated instructions to counsel, to detailed witness statements. For documents like these, it would easily take a full day to type ourselves but with Quill's typing service it's turned around accurately and speedily. In only four hours, to be precise. When court and other deadlines are mounting, this brings immense peace of mind."

Martin Stafford, Director, SDM Legal

