

Quill

LEGAL DOCUMENT MANAGEMENT SOFTWARE



WHY CHOOSE QUILL'S DOCUMENT MANAGEMENT SOFTWARE?

Locate documents with speed and accuracy

With straightforward filing to case, centralised repository and cloud delivery, you can find documents, emails and attachments whenever, wherever, however.



Design templates in your branding

Set up standard document templates, formatted to your house style, then automatically merge with database fields – for accurate, on-brand documents in seconds.



Earn more fees as you go

Track billable time at every stage of the document management process, from creating to uploading files, and fully, accurately recover chargeable activity.



Keep on top of cases – always!

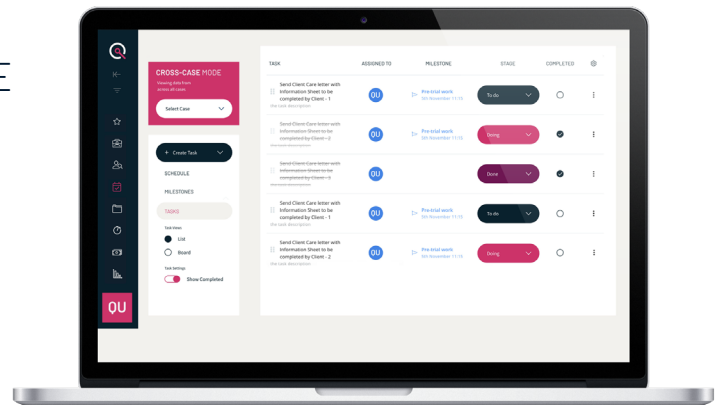
Follow practice naming conventions, and capture all case-related in- and out-bound documents so you (and your colleagues) know exactly where you're up to.



THE DOCUMENT MANAGEMENT SOFTWARE USER-FRIENDLY INTERFACE

Our intuitive, easy-to-use platform streamlines the document administration process giving you one less thing to worry about.

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



I HOW IT WORKS

For a **small monthly subscription**, document management software is a one-stop storage solution that **brings your vital documents together inside Quill**.

With **no hidden fees or cancellation clauses**, simply sign up for the correct number of licences, and increase or decrease as your business expands or contracts.



I MANAGE YOUR ALL-IMPORTANT DOCUMENTS THE EASY WAY

Integrate deeply with Microsoft Office – strong links to Word, Excel, Outlook and Explorer allow streamlined working across systems.

Enjoy version control at its finest – maintain a clear audit trail automatically with date, time, user and status-stamped documents for complete traceability and control throughout matters.

Introduce paperless working – switch from costly, inefficient paper files to robust, electronic document management capabilities to reduce reliance on paper and protect against paper-based security breaches.

Benefit from software custom built for law firms – avoid file-storing and file-sharing limitations of generic document management solutions by choosing a legal-specific system with embedded security.

Auto-store emails and auto-record time – digitise processes by automatically detecting and saving emails and attachments to matter files with time capture.

Top up with Quill's forms suite – access the comprehensive catalogue of 2,000+ legal forms and e-submissions with automatic population for a case workflow boost.

Store unlimited volumes – take on new clients safe in the knowledge you'll never run out of space for associated matter paperwork and correspondence in our EEA-based secure storage facility.

Plan for 'what if?' scenarios – move from a locally installed infrastructure to ISO-accredited cloud hosting for continuous service provision regardless of life's unpredictabilities.

I CLIENT PRAISE

"We store everything in Quill's document management software. The brave new world is towards paperless storage. We're on a mission to go fully digital. It's Quill powering the engine."

Jawaid Luqmani, Partner, Luqmani Thompson & Partners

"We've created a library of template documents for each of the common stages of our area specialisms. Integration with MS Office means everything's captured and stored in our matter files."

Nick Timmings, Partner, Petersfields LLP