



Don't miss this proven  
onshore outsourcing service

UK legal transcription  **voicepath**<sup>®</sup>

168 The Parade, Leamington Spa, Warwickshire, CV32 4AF [www.voicepath.com](http://www.voicepath.com)

Voicepath is the only company in the UK to deliver fully integrated transcription solutions to professionals through a firm's existing digital dictation system.

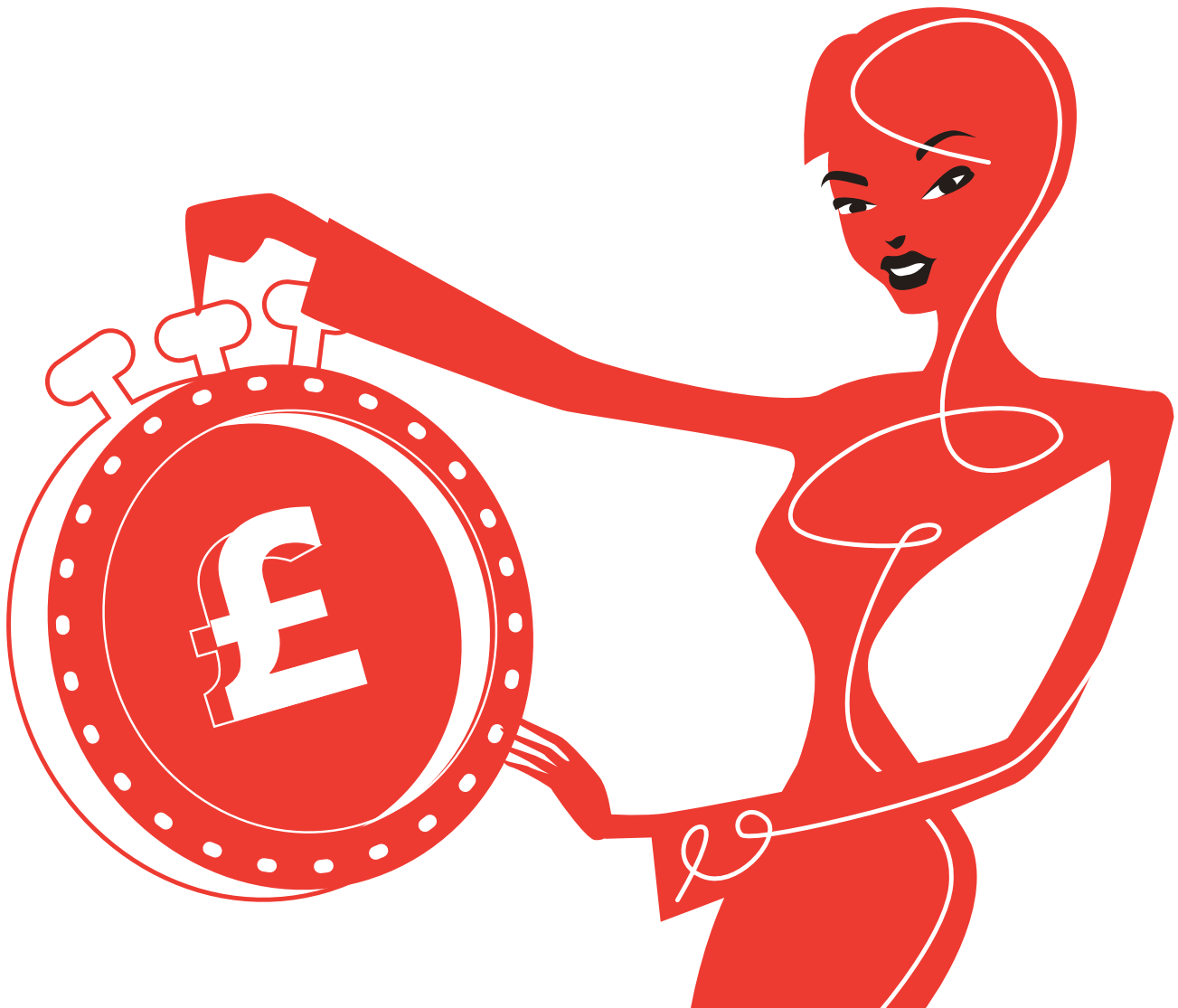
The Voicepath remote transcription service is a UK-based, onshore service.

## Increase **productivity** and **profitability**

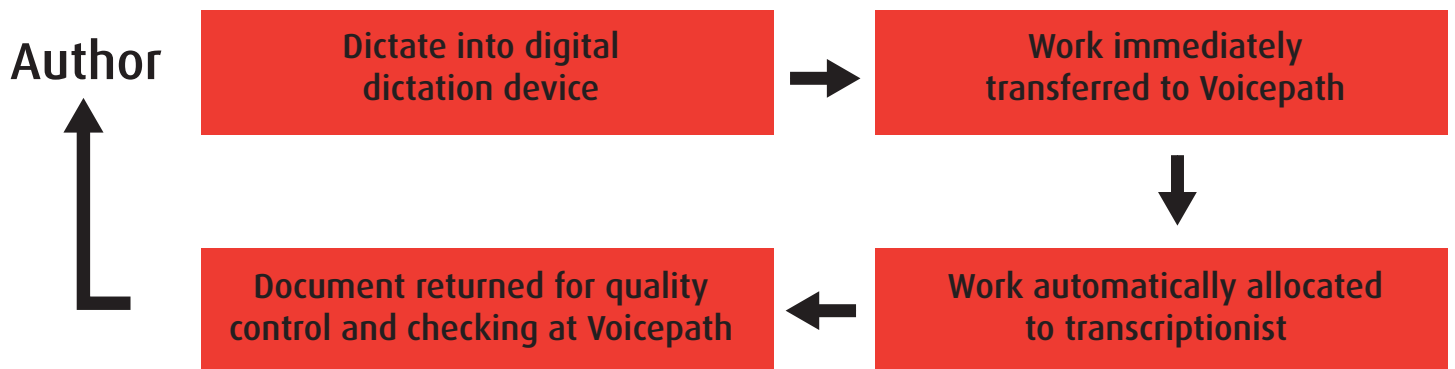
Voicepath's service increases profitability by enabling firms to operate with a higher fee-earner to secretary ratio.

From a management perspective, the service gives you absolute flexibility in managing transcription resources during times of heavy or light workflow and reduces reliance on temporary staff.

Fee earners get a fast, efficient transcription service, while in-house secretaries are freed up to do more challenging and profitable work – paralegal work for example.



## Simple secure process



Each author simply dictates into their digital dictation device. From there, the voice file is immediately transferred to Voicepath's server, where it is automatically allocated to a transcriptionist.

Once the work is finished, it is directed back to Voicepath for quality control and checking, before being sent back to the author as a finished document.

The vast majority of transcriptions are completed and returned in under an hour. Fee earners also have the option to specify 24-hour turnaround at a lower cost.

## Security is paramount

We understand that security and confidentiality are paramount when dealing with legal documents. Voicepath's system is protected by the same kinds of firewalls and security measures as those used by governments and leading banking institutions.

All transcriptions are outsourced to Voicepath's workforce of UK-based and fully trained legal secretaries, who are bound by strict confidentiality agreements.

# Compatibility with major digital dictation and workflow systems

Voicepath is compatible with most of the major digital dictation and workflow systems.

Voicepath uses your firm's own document templates, and works within your case or document management system so that documents are sent to Voicepath for typing and returned automatically to the correct client file.

The service is also available to users of digital dictation recorders, even when used without a workflow system.

It can even be configured to work via your telephone.





# Transcriptions turned around within **one hour**

**A**t Voicepath, we turn the vast majority of our clients' transcriptions around within an hour. All work is transferred to Voicepath by a dedicated and secure internet connection and our unique workflow technology ensures that once received, it is instantly allocated to a waiting transcriptionist.

Of course, speed without accuracy is meaningless, which is why our quality control team thoroughly check all finished work before it is returned to the author.

## **Key benefits**

- **Proven productivity gains and increased profitability**
- **Most work turned around within one hour**
- **Exceptional levels of accuracy**
- **Work done by experienced legal secretaries bound by confidentiality agreements**
- **Quick and easy installation**
- **Simple pricing structure with no capital outlay for equipment**

## Client comments

Voicepath is currently being used by solicitors, barristers, in-house counsel and other professionals around the UK.

“Our transcription gets immediate attention & we have been genuinely impressed by the speed & accuracy of the service. We could not imagine life without it.”

*Richard Methuen QC, Head of Chambers, 12 King’s Bench Walk*

“Voicepath has enabled us to revolutionise our business practices beyond the simple adoption of digital dictation. Secretaries now have more time to support their fee earners on tasks other than typing and work turnaround has improved. In fact, using Voicepath has enabled us to double our turnover without taking on extra support staff.”

*Michael Harris, Partner, Howard Kennedy*

“I have used Voicepath’s service to transcribe work, in even the most sensitive of cases.”

*Rosamund Horwood-Smart QC*

“Voicepath’s software works seamlessly with our digital dictation system and the service provides the firm with a flexible alternative to temporary secretarial support and is a cost-effective solution for managing workflow.”

*Michael Leedham, Head of IT, RadcliffesLeBrasseur*

“Having experimented with offshore outsourcing, we chose Voicepath precisely because the transcription is all done in the UK & we get fast and accurate turnaround of the work we send them.”

*Michael Lough, Chief Operating Officer, Scott Rees*

“Using Voicepath allows us to use trained legal secretaries without the need for HR to manage them. The quality of the work returned to us is extremely high and Voicepath’s customer support has proven to be both personal and proactive.”

*Nick Colman, Partner, Reynolds Colman Bradley*

“If we have pressure on our system, or absences due to holidays & sickness, we are able to use Voicepath at a moment’s notice, without the need to find and train temporary staff.”

*John Campbell, Partner, Stewart Balfour & Sutherland*

To find out how Voicepath’s outsourcing solution could work for you visit:  
[www.voicepath.com](http://www.voicepath.com) or call **01926 821904** or speak to your digital dictation provider