

SECRETARIAL SERVICE



High quality confidential secretarial transcription without compromising on quality

EFFICIENCY IS KEY

When considering secretarial services you need to consider the following points:

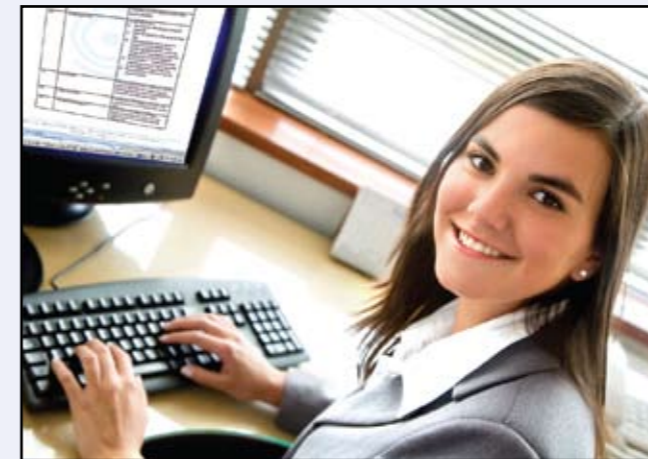
Your work must be:

- Accurate and in the appropriate format.
- Processed quickly and efficiently.
- Easily accessible.

This can be achieved by:

- Field specialist secretaries & Quality Control checkers.
- Releasing internal resources so that they can focus on core functions.
- Understanding how your company works.
- Making a personal step by step plan for you to ensure that implementation is successful.
- Providing the necessary support and training to ensure that dictations are of the highest quality. This ensures that our secretaries can deliver work of the highest possible standard.

Dictasol can help you achieve this and more at a very competitive and affordable rate.



CONFIDENTIAL & SECURE

Medical records, legal transcripts & homebuyers reports are all sensitive issues that need to be sent over a secure connection to prevent leaking of such issues.

If you use Dictapro digital dictation software, all audio files are sent using encryption technology. All of our secretaries are bound by confidentiality agreements. We are confident that this combination will prevent sensitive issues from leaking.

BENEFITS

Cost savings are beneficial to your business, but there are plenty more reasons to have a Dictasol secretary:

- Increased productivity & commitment to quality ensures that you have higher turnaround.
- Improve your company focus and instigate more organisational control.
- Our secretaries are highly qualified in their particular field to ensure work is of the highest standard.
- Seasonal or full-time assistance provided dependent on your needs.
- Your documents can be transcribed onto your letterhead or template to help save you even more time.

Work will be handled by your field specialist, allowing you to receive an optimum service from us, and to ensure that a smooth workflow occurs.

VERBATIM STANDARD

We offer a verbatim standard that eliminates the sentence fillers and false starts. However if you require transcription to be carried out including the sentence fillers or require a summary of the audio file we are happy to comply.

THE PERFECT SOLUTION

We provide you with a specialist secretary for your field. Their efficiency and background knowledge can only lead to success. Dictasol secretaries will help increase productivity and increase organisation. You will gain control and will acquire specialised skills to help your business thrive.

Our secretaries are part of a young fresh and dynamic team who are fluent in English. Efficiency and confidentiality are fundamental values that have made Dictasol secretarial service a popular choice amongst our clients.

We offer secretarial solutions on many different service level agreements and serve a variety of different companies ranging from the legal and healthcare sectors to the creative world of publishing.

OUR SERVICE TO YOU

The cost of having a secretary can be overwhelming. By having a Dictasol secretary, productivity and efficiency will improve significantly. We can help you reduce your typing backlog, Dictasol can assign you with either your own personal full time secretary, or a secretary as you need one to meet all your secretarial needs.

We tend to work with Dictapro, our unique workflow software. Audio files are saved as .wav files providing you with a complete file workflow solution. We are able to transcribe from any format you desire.

We see our relationship as a partnership rather than a service provider, helping to reduce and control your operating costs. This allows you to have more control over your secretarial work.

