

We will help you save money and free up more productive time

24/7 Digital Transcription Service



Linea, in partnership with Document Direct are helping hundreds of firms across the UK become more profitable as they use the digital transcription and document production services provided by them.

As we all know in today's business world, firms are faced with more and more challenges. The task of balancing productivity, performance, compliance, working capital and the expectations of clients is difficult.

The services provided by Linea and Document Direct via the CCS G-Cloud Framework are significantly improving efficiencies in firms and clients are reporting a **54% improvement in transcription turnaround time**, with many clients receiving the benefit of faster than one-hour turnaround times – helping firms to deal with client cases much more effectively, and the clear improvement of client response and service.

In summary we are helping organisations:

Save money – helping them to reduce administration costs and paying only for work when needed.

Eliminate delays and backlogs of typing - helping law firms to provide stronger levels of client service.

Enable earlier and timely closing of files to enable quicker billing and enhance cash flow.

Provide support to law firms who are struggling with workflow – such as over Christmas, during holiday periods and during maternity leave.

Avoiding the need to engage temporary staff - essentially making Document Direct your permanent temp, keeping that knowledge and understanding of the firm's needs.

Free up members of staff to spend time on higher value activities and fee earning work.

About Document Direct

Document Direct are the only transcription service endorsed by the Law Society of England & Wales, and are also endorsed by the Manchester Law Society, LawNet, Lawshare, and in terms of compliance and accreditations hold ISO 27001 (Information Security Management), ISO22301 (Business Continuity), and have reviewed the coming needs of GDPR and can confirm compliance.

Cont'd overleaf

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Services Include:

- Document production – Word, Excel, PowerPoint with advanced Microsoft Office skills – providing expertise in house-style/templates – cross referencing/formatting
- Transcription services from digital dictation - including multi voice, e.g. court transcriptions and various types of correspondence
- Advice on digital dictation systems
- Proof reading/quality checking service
- Production of high specification business development design documents – brochures, credentials, booklets, pitch documents

About G-Cloud

G-Cloud is a flagship Government scheme, introduced in 2012 to develop a secure, high performance cloud infrastructure for the Public Sector. The objective is to ease the movement of computing services to the Cloud. Key features include assured security, standard management practices, approved suppliers and easy access to technology; all aimed at making I.T. cheaper to run.

Under G-Cloud, Linea Group continues to offer Project & Programme Management and Software As A Service (SAAS) solutions to support the implementation of and migration to Cloud based services.

If you require further information regarding the framework or Linea's services, please contact a

member of the Linea Team.

Linea is a results focused Organisational Excellence consultancy with a track record of delivering sustained superior performance that meets and where possible exceeds client expectations.

We combine the credentials of a top tier firm with the depth of expertise and flexibility of a niche practice to support clients in addressing their most pressing organisational issues through the provision of highly professional, innovative, customer focussed solutions which deliver expected business benefits on time every time.

With an exceptional track record of delivering multi-million pound savings for prominent Public and Private Sector clients, our Organisational Excellence approach provides the skills and capability required to support clients to maximise efficiency, improve quality and reduce cost.