

Whether you are a solo practice, a small group of lawyers or a large law firm with a pool of assistants to transcribe your documents, GLOBAL provides around the clock transcription service.

Trouble-Free Workflow

Pick up a phone, even your cell phone, dial a toll free number, enter your PIN and start dictating. Your dictation will be transmitted to our staff, instantaneously. Our staff will transcribe the report. Our paralegals will review the report content and format it. The final work product will be delivered to you by E-Mail or E-Fax to meet your deadline. Your documents will also be available on our server for 30 days, for you to retrieve it from any where and at any time.

Secure Operation

The entire process runs on an extremely secure platform. Only you have access to your documents unless you specify otherwise. A detailed statement of work performed by us will be available to you, on-line, so you or your office manager will know the expenses being incurred for the service.

Paralegal Service

In addition to transcription from your dictation, our paralegal team can also draft memos, contracts, agreements, and letters based on your guidelines. We will research information, compile documents and send them in to you for review. You can edit the document yourself, or pick up a phone, dial a toll free number and speak with our paralegal, for any specific changes / instructions and the same will be implemented and the revised document will be sent to you.

Personalized Service

Record your dictation, any time of the day. A specific transcriber will be assigned to you, so you will receive personalized services. Your dictations will reach your desk, the very next morning.

| **Record Dictation using a Phone**

| **Secure Transmission**

| **Document access from any Computer**

| **On-Line Document Storage**

