



SWANSEA LEGAL SOLUTIONS LTD

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What do we do?

Audio transcription service: (Available 24/7)

All of your typing output including letters, contracts, file notes, memos, and email narratives.

Reports such as Lease Reports and Surveyors' Reports.

Court documents (pleadings) and standard court forms (eg: Land Registry/Family Law/County Court).

Barristers' Advice, Opinions, and draft pleadings.

Transcripts of multi-speaker recordings - meetings/conferences, interviews, focus groups, telephone conversations, and court hearings.

Zoom and Teams meetings can be transcribed with optional subtitles on recordings.

Document Production Service:

Complete document formatting (or re-formatting into house style) to include advanced functions such as tables of contents, cross-referencing, page numbering, headers, footers, etc.

Copy typing (both handwritten notes and printed text).

PowerPoint presentations and Excel spreadsheets.

Amendments to documents from PDF manuscript mark-ups.

Conversion of PDFs to Word/Excel/PowerPoint.
Manipulation of PDFs (splitting, moving/deleting pages, redacting text, etc.).

Retyping of old documents, such as leases and wills, that need updating.

Production of electronic court bundles that follow all of the guidelines laid out by HMCTS.

Pricing

1hr - £7 per minute

4hr - £5 per minute

24 hrs - £3.50 per minute

Multi-speaker audio

Up to 3 speakers - £5 per minute

5 speakers - £7 per minute

7 speakers - £10 per minute

Above 7 speakers - price on negotiation

Standard Document Production (SDP)

£3 per minute + VAT

Document Direct is a 100% UK based transcription business serving legal, medical and other sectors on a 24/7 basis, certified to ISO 27001:2022 (Information Security Management Standard), ISO 22301:2019 (Business Continuity and Disaster Recovery) and ISO 9001:2015 (Quality Management Systems) and conforms to the requirements of UK GDPR. It is the only such service endorsed by the Manchester Law Society, and also the law membership groups, LawNet and LawShare.

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FREE PARKING