



# SWANSEA LEGAL SOLUTIONS LTD

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## Electronic Court Bundles

Creating electronic bundles for Court can be time-consuming and need to be formatted to meet HMCTS Court Guidelines.

Swansea Legal can produce your bundles to HMCTS Court Guidelines, including full optical character recognition (OCR), hyperlinks from Index, and full pagination.

Our bundle service is offered at a rate of £250.00 plus our standard Document Production rate for processing/formatting.

### How to share your documents:

Send the documents that are to be included within your bundle to our Document Production Team: [dps@documentdirect.co.uk](mailto:dps@documentdirect.co.uk) (via a file share facility e.g. Sharepoint/Dropbox)

### Tips:

It's helpful if the documents can include the following detail:

Named according to the Index

Prefix each document file name with a number to highlight the order they should appear in the bundle

Include any instructions e.g. sections required

Don't forget to let us know the timeframe for your work to be returned so that you meet those important deadlines

Additional documents can be included at a later date, if required.

If you have any questions please contact us at:

[info@swansealegalsolutions.co.uk](mailto:info@swansealegalsolutions.co.uk)



## Pricing

£250 + VAT

SDP rate: £3 per minute + VAT

Hard Copy Bundling

0.05p per black & white page

0.15p per coloured page

+

Binding at £5 per file

+

Postage and Package

depending on

the weight and size

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.

**01792 420 844**

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FREE PARKING