

# Comprehensive Legal Secretarial Support and Transcription Services

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## Addressing Your Overflow Concerns



**OVERFLOW SOLUTIONS** provides stable legal secretarial support services to law firms and corporate legal departments nationwide via the Internet. In order to deliver the highest value to our clients, we have assembled a team of skilled and experienced assistants. Our team leaders ensure that we provide high-quality work products that meet or exceed our clients' expectations.

**OVERFLOW SOLUTIONS** knows the importance of diligence and confidentiality when working on legal projects. It is mandatory that each member of our team sign a confidentiality agreement. Further, at your request, each member may also be required to sign an agreement with regard to your firm.

If you are considering an outsourcing contractor, **OVERFLOW SOLUTIONS** offers a simple approach to fulfilling your needs. We will provide prompt, proficient and cost-effective support services to your firm. Allow us to recommend a customized solution to address your overflow concerns.

Visit our web site today and sign up for a FREE trial of our dial-in dictation system.

## Enhancing the flow and speed of your business!

Are you currently outsourcing support services projects? Are you paying for knowledge and experience, but not getting enough bang for your buck? Why outsource if your assistant must spend additional time correcting a returned document? Do not trust your important legal documents to inexperienced typists. **OVERFLOW SOLUTIONS** provides prompt and precise online legal support services on demand. Whether you have one project, or full outsourcing requirements, we are committed to providing exceptional service on each project we complete.

## Securing Your Bottom Line

Do you ever wish you had extra staff to meet deadlines? Or that you could find qualified temporary help without costly training time and agency fees? Do you wish there was a way to get the work done without incurring the high costs of overtime? Then **OVERFLOW SOLUTIONS** is the answer. You pay our reasonable hourly rate only, billed in 15-minute increments. No overtime costs. No weekend or holiday premium. No hidden fees. Once the initial contact is made and your account is set up, you pay for the time you use. Simple. Convenient. Efficient.

**OVERFLOW SOLUTIONS** offers toll free dial-in dictation. There is no need to incur added costs related to purchasing digital dictation equipment. From any telephone in the Continental United States, dial our toll free number, enter your unique user ID and report identifier, record your dictation, and hang up. We will do the rest. If you record your dictation using a digital voice recorder, you can upload your file via our online document manager or send the file via e-mail—all from your PC. PDF and e-mail your hard copy drafts, or fax them to us. Send cassette tapes or bulky paper projects to us via standard delivery methods (US Mail, FedEx, UPS).

## Realizing Your Vision

At **OVERFLOW SOLUTIONS**, we take pride in providing timely, professional, and accurate finished products to our clients. We will partner strategically with you and tailor our services to meet your firm's expanding vision.

