

NOVITEX'S WORD PROCESSING SERVICES

Reduce costs and improve quality simultaneously

In today's marketplace, there is increased competition, stabilized billing rates, new technology expenses and mounting operating costs. These conditions are pressuring legal administrators to look for ways to save.

Outsourcing Word Processing to Novitex is a simple way to save.

Trained within the legal industry, our experts have a wide range of capabilities and can assist with the creation and deep reshaping of documents to last-minute proofreading and fact-checking.

FEATURES INCLUDE:

- Stripping and reformatting documents
- Conversions (e.g. PDF to Word)
- Creating diagrams and charts
- Visio and other software
- Generating Table of Authorities (TOAs), Tables of Contents (TOCs), etc.
- Creating hyperlinked binders
- Cross-referencing
- Revisions
- Transcriptions
- Formatting Excel or PowerPoint files
- Creating or revising Fillable Forms

HOW IT WORKS:

When changes or revisions are needed, clients upload the file to an FTP server with notes and requests. It is then placed in a job tracking tool, which follows the document to provide transparency into your workflow processes. Our solution will capture and record each employee performance and each service provided to improve project tracking. After all corrections are incorporated and reviewed for a final quality check, the completed document is uploaded back to the FTP server and an email notification sent to the client.

OUR BEST-SITE APPROACH:

Novitex offers Word Processing Services both on-site and off-site. We recommend a blended combination of the two so that on-site employees can be accessed for timely or simple revisions, while larger and more time-consuming services are sent off-site to minimize labor and facility costs. In addition, we can provide 24/7 support from our New York office when needed.

BENEFITS:

- Review workflow processes to further enhance productivity and efficiency
- Leverage high level technical services
- Reduce expenses by shifting workflow away from costly on-site labor
- Provide a flexible pool of staff to handle fluctuating demand
- Improve overall customer service through better quality and shorter wait times

