



**Innovative technology,  
attention to detail and  
a rapid turnaround**

## DATA SOLUTION

Dictasol data entry offers a versatile service that can be applied as a constant project or a one off project. Our experienced data entry specialists have worked with us for many years now.

Your data can be formatted in any form, making your data accessible to different people and organisations for different applications.

Dictasol can focus on a specific task, for your company and can cut research, development, accounts and marketing costs without compromising on quality.

Our data entry solution will help you to reduce any back log that you have, and give you more time to analyse the data that is collated.

Along with working on existing databases we can also input raw data into a database or in an Excel report format. This data can be anything from addresses, HR data, medical information or accounts data.

Our Dictasol data entry specialists are able to create templates for you. Data can be provided electronically, by fax or by post.

If a large survey needs to be conducted, staff would usually have to put in overtime to process all the data. This would increase your overheads. Dictasol can focus and process this data, relieving the strain on your workforce.



## ADAPTABLE

We have worked with many different sectors. We have specially trained data entry specialists to deal with your individual sector. This helps to reduce the risk of errors. You can also relax as you know that your work is being dealt with by an experienced and highly driven team.



## DATA CONFIDENTIAL

We aim to develop a service plan that meets your specific data entry requirements. Our global production centres guarantee a quick turnaround whilst maintaining confidentiality and professionalism. Our data entry solution has proven to be beneficial to individuals, small companies ranging up to large companies.

Our projects have ranged from one off projects to being involved in the whole data entry function of a company. Our versatility shows just how easy it is for Dictasol to be an integral part of your ongoing operations.

## HOW WILL YOU BENEFIT?

### DECREASED OVERHEADS

Our experienced production team provide high quality work without taking up your office space, hence decreasing your overheads.

### INCREASED PRODUCTIVITY

Having a data entry specialist also guarantees accuracy and efficiency. We endeavour to complete all data entry within a previously agreed time period. Our large specialists team can turn around large jobs very quickly.

### CONFIDENTIALITY

A tightly controlled I.T. environment ensures that all data remains secure.

### MORE CONTROL

With one less task for you to worry about you have more time to focus on other areas within your firm.

### CONTINUOUS OR SEASONAL

Whether you have continuous data entry tasks or just a one off project, Dictasol can help to provide a cost effective, confidential service.

