



Hand

COURT REPORTING
& TRANSCRIPTION SERVICES

SINCE
1980
Court Reporting

Law firms, insurance carriers,
private investigators and other
types of businesses have found
our typing and transcription
services invaluable.

We are an approved transcription company
by the New York State Office of Court
Administration.

We transcribe recorded court proceedings for
the following New York State Courts:

- ✓ Family
- ✓ Surrogates
- ✓ District
- ✓ Small Claims
- ✓ Court of Claims

Contact us today for a free
introductory offer to say
“thank you” for giving us the
opportunity to show you
what we can do for you.

NY Metro: 1-631-277-2700
Nationwide: 1-888-933-6328
typing@HandReporting.com
www.HandReporting.com



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COURT REPORTING
& TRANSCRIPTION SERVICES

Transcription Services When Accuracy Matters

SINCE 1980

Law firms, Courts, Insurance Companies, Private
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Founded in 1980, Suzanne Hand established her organization as a premier court reporting and transcription service.

Qualified typists transcribe documents from:

- ✓ Audio Files
- ✓ MP3
- ✓ WAV
- ✓ DSS
- ✓ DS2
- ✓ WMA
- ✓ Smartphones and other digital files



HOW THE SERVICE WORKS

The service is easy, reliable, and accurate. Clients simply submit their work electronically, which is then assigned to a U.S. typist. The copy is proofread and returned to the client with fast turnaround.

We offer cost-effective solutions for your transcription needs.



Documents
Transcribed



Insurance
Interviews



General
Correspondence



Telephone
Conversations



Investigative
Recordings



Court
Proceedings

Outsource Your Dictation to Hand Transcribing Service

Save time and money, reduce your overhead, and increase productivity.

👤 **COST EFFECTIVE.** You only pay for what you need.

When you outsource your transcription work to us, you pay only for the work produced. You are not paying for salaries, benefits, vacation/sick time and other expenses.

👤 **EXPERIENCE.** Prior to working with us, our transcribers have had years of experience in a legal environment and are well versed in legal terminology and legal document formatting.

👤 **FAST, ACCURATE TURNAROUND.** Not only does this increase your efficiency, it frees up your staff time to do other productive activities.

👤 **OUR SERVICE DOES NOT GO ON VACATION OR TAKE A SICK DAY.** We can handle your day-to-day needs, or that large project you suddenly need handled.

- ✓ An experienced typist and account coordinator assigned to you
- ✓ US based transcribers
- ✓ Next day turnaround available
- ✓ Accuracy with quality control
- ✓ Letters, reports, pleadings, court proceedings
- ✓ Permanently archived files and completed documents
- ✓ Security of content
- ✓ Notarized transcriber certification where needed
- ✓ Dictate with your smartphone or voice recorder
- ✓ Send dictation via email or to our secure server
- ✓ No monthly service fees
- ✓ Monthly billing available

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