

# GS Infocomm

Your Business Consultant

*We facilitate your success*

[www.gsinfocomm.com](http://www.gsinfocomm.com)

# Why Choose GS Infocomm ?



Our Vision is  
your Success

## With GS Infocomm Business becomes Pleasure

*Our efficient and cost effective services replace stress with a smile*

**GS Infocomm**, based in New Delhi, India, offers a comprehensive range of high quality back office solutions to law firms. Our team of highly qualified and experienced personnel backed by cutting edge technology and quality infrastructure maintains an unwavering commitment to deliver service excellence. We focus on client's specific needs to build a long term relationship with them based on mutual trust and competitive pricing. We believe in walking the extra mile in delivering quality to meet your expectations.

### **Time**

At GS Infocomm we understand the value of your time. A routine job can waste valuable time of your organisation. We help you by taking care of these routine tasks. We help reducing backlog and freeing up time for you to carry out core tasks.

### **Professional quality**

Providing superior quality is our prime motto. Nothing supersedes quality. All tasks at GS Infocomm are carried out by highly experienced professionals. Tasks at GS Infocomm are incomplete unless they undergo the rigorous quality check process.

### **Ease of use**

At GS Infocomm, we believe in simplifying processes and ensuring that services can be used easily. The systems are well defined and as user-friendly as possible.

### **Flexibility & compatibility**

Teams at GS Infocomm work as per your requirements and are flexible enough to change as per the changes in requirements. Whether it is working hours or amount of work, we adjust ourselves to provide you the best service. Our teams are trained to adjust to your working style and requirements.

### **Cost**

At GS Infocomm we help you reduce your overheads, which include cost of recruiting personnel, cost of providing workspace, various statutory benefits provided to the staff.

### **No absenteeism**

Work shall not suffer on account of staff being absent. GS Infocomm shall provide services without any absenteeism. At GS Infocomm we have adequate workforce to deal with such situations.

### **Concentrate on core business**

By outsourcing your back office operations to GS Infocomm, you will be able to concentrate more on your core business thereby increasing your growth. By outsourcing your non-core functions, you can put your staff to better use.

### **Faster delivery to customers**

By outsourcing to us, you can make quicker deliveries to your customers/clients. We provide faster deliverables to you and you in turn will be able to make quick deliveries to your customers. Faster deliveries can also help you save on time.

### **A competitive advantage for companies**

Outsourcing to GS Infocomm can help you gain a competitive edge in the market. You will get access to specialized services for different business processes, helping you provide your customers with best-of-breed services. Such strategic outsourcing will give you a competitive edge amongst your peers.

### **Benefit from time-zone advantages**

GS Infocomm gets all work processed in India. This gives you a time zone advantage. Night time in your country will be day

time in India. With this advantage, we can complete critical work and send it to over to you the next day morning. Thus, work is being carried out even after you go home. This enables the work to be completed much faster giving your business a competitive advantage.

### **Higher efficiency**

Outsourcing work to GS Infocomm will lead to higher efficiency in your Organisation. Since tasks at GS Infocomm are carried out by highly qualified professionals, there is no wastage of resources.

### **Confidential and secure**

We understand the sensitivity of your documents. All data transmitted, to and from GS Infocomm, is over highly secured connections. All our staffs are bound by very stringent confidentiality agreements.

# TRANSCRIPTION SERVICES

You dictate and we will type it for you



Our Vision is  
your Success

## Your comfort is our priority



*With GS Infocomm you can dictate from your office, home or even on the move*

*WE SPEAK SEVEN TIMES FASTER THAN WE WRITE ...  
AND FOUR TIMES FASTER THAN WE TYPE ...*

## Transcription

GS Infocomm, by providing access to your own specialized secretary who will transcribe your dictation and turn raw material into polished perfection, can change the way you work. Powered by sophisticated infrastructure, we provide a wide range of voice-to-text solutions to suit your industry.

Our transcription process is designed in a manner to provide highest level of secrecy and security. We ensure that every transcribed document surpasses the highest industry and client standards. We use state of art digital dictation equipment for immediate transfer of audio files from one location to another expeditiously. Our sophisticated software applications enable our clients to view the actual progress of assigned work.

We have a team of fully trained and competent transcribers, proof readers, quality analysts and editors to deliver high quality secretarial services. Their command over English language, scientific and technical terms, excellent typing skills and ability to understand foreign accents play a key role in maintaining high accuracy level of transcripts. We assure our esteemed clients excellence through commitment, confidentiality, cost effectiveness and time efficiency.



## The process:

- Solicitor in your office dictates his/her dictation as usual onto a dicta-phone and sends it to us through email/FTP/other data transmitting software with marked priority
- A dedicated transcriber in India receives the dictation, types it in the desired format/template and sends it for quality check
- The transcribed document is proof read by the quality control team to ensure optimum quality standards
- Audited documents are then delivered to you, ready to be printed

## The following features give us an edge over the market:

- ✓ Softwares used are easy to install and eliminate the need for any expensive IT set-up.
- ✓ User friendly interface and features make it a comfortable experience without any need of long training sessions
- ✓ Automatic compression and encryption of files to ensure client confidentiality
- ✓ Benefit from time zone advantages
- ✓ You pay only for the work done

## Copy Typing

GS Infocomm offers typing service that you can call upon for a one off service or on a regular basis with no long term obligation. The services can be provided to you on various service level agreements. Our typists are part of a young, fresh and dynamic team. They are all able to work from shorthand within a broad range of sectors including Manuscripts, Reports, Proposals, Manuals, Leaflets, Memoirs and Correspondence.



Work can be copied from handwritten or typed sources. We will handle anything from a single page to large manuscripts. Regardless of the size your file, your file will receive the same attention to detail, professionalism and confidentiality by our experienced team.

As every job is different, we will create a package that suits your exact needs. We are happy to work to your requirements whether you want to work per word count, per page or per hour. Turnaround is fast and is agreed prior to commencing your task.

## GS Infocomm helps you reducing your work stress

Copy typing can be a time consuming process for you, especially as you may not have time or do not feel comfortable typing. Most people can type, but vast amounts of time can be saved if you have an experienced typist who can touch type and is familiar with your sector.

With the help of our copy typing solutions you can utilise your time to carry out tasks that require more attention from you. Whether you are short of time or the thought of typing is stressful, we can help.

**Phenomenal savings of 40% every time  
you choose GS Infocomm Transcription Services !**

Get in touch with us for your free trial offer and customized package

# DATA MANAGEMENT SOLUTIONS

Convert all your documents into electronic format



Our Vision is  
your Success



No more heaps and piles of paper in office. . .

*We help you manage your documents electronically*

## Data Management Solutions

Databases usually grow far larger than envisioned by their creators. GS Infocomm offers comprehensive data management solutions to suit your business requirements. We offer wide range of document scanning and imaging services customized as per your requirements. Through a combination of world class hardware, software, and cost effective services we help meet a variety of data archiving needs of our clients.

## Document Scanning and Imaging

Whether your requirement is to scan Client files, Invoices, Journals or legal documents, we excel in providing high quality services in a cost effective way. We employ a range of high-speed, state-of-the-art technology scanners and cameras to ensure that the scanned documents are of the highest possible standard in terms of image and quality. We encompass all major file formats including TIFF, PDF, PDF searchable and OCR to a word format depending on your requirements.



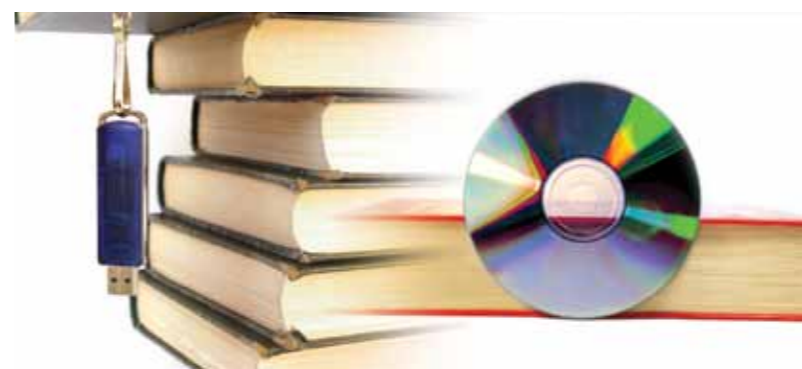
## Data Storage

All your documents are handled with extreme care. We appreciate that confidentiality is vital when it comes to archiving and ensure that all documents are handled in the strictest confidence. This is especially vital for documents from the legal, medical and property sectors and sensitive issues.

Data, once converted into electronic format, can be stored on any suitable storage media of your choice. Data can be stored on CD-R, DVD or uploaded onto your ftp, or any other media.

## Storage of Files

Original documents, once converted into electronic format, are stored in highly secured storage facilities built especially to store and protect files/documents. All files are tagged during the scanning and archiving process which enables easy retrieval of files in case need arises.



## Your benefits:

- ✓ Valuable office space is saved. Rent per square metre is much higher in an office compared to a warehouse.
- ✓ Highly sensitive data can be stored securely offsite and can then be destroyed at the end of the storage period if necessary.
- ✓ Critical information that your business needs to survive, will still be secured in the event of any unforeseen disaster.
- ✓ Offshore archiving leads to significant cost savings. When combining scanning and archiving, you can view your files instantly.
- ✓ Original files can be retrieved within 24Hours.

**By combining our scanning and archiving services**  
you have quick and easy access to all your files at any point of time!

We help you create more space for your business needs



# GS Infocomm

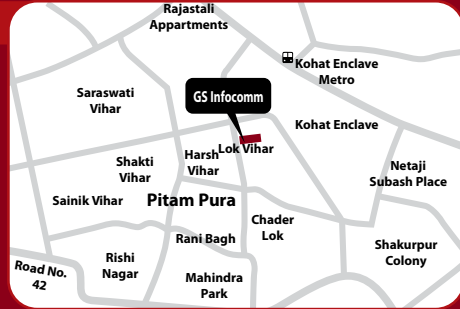
Your Business Consultant

## India Office

B-161, Lok Vihar Pitam Pura,  
New Delhi 110 034  
India

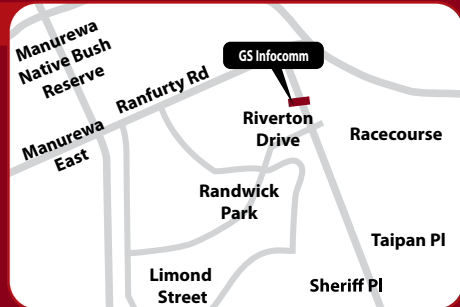
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## New Zealand Office

129 Riverton Drive  
Randwick Park  
Manukau City  
Auckland



We help your business grow