

Informa Document Listing, Pagination & Printing Services

Who uses Informa?

- Arthur Cox
- Dillon Eustace
- Eversheds
- McCann FitzGerald
- Mason Hayes & Curran

and many more...

"Outsourcing this work to Informa means we can utilize our staff member's time more productively whilst getting a highly professional end product at very reasonable rates. This makes total sense to us and for our clients."

Laurence Grace
Managing Partner
Grace Solicitors
Callan, Co Kilkenny

No	DocID	Author	Recipient	Date	Document Description	Pages	Pages Range
1	37166	Eoin Macken	John Brady	30/09/2010	Patient Details	13	00000000013000000013
2	37166	James Gibney	Nicola	30/09/2010	Patient Details	21	00000000014000000034
3	37164	Sandra Kane	Louise	30/09/2010	Patient Details	12	00000000035000000046
4	37166	John Rowe	Philip	30/09/2010	Patient Details	14	00000000047000000060
5	37173	Mary Davis	Patrick	30/09/2010	Patient Details - FAS	1	00000000072000000072
6	37173	Meave Lynch	Tom	30/09/2010	Patient Details - FAS	1	00000000073000000073
7	37174	Joan Murphy	T. Gilsenan	30/09/2010	Patient Details - FAS	1	00000000074000000074
8	37186	Digiscan	Stephan	30/09/2010	Patient Details - FAS	33	00000000075000000075
9	37190	Dept of Defence	Niall Brannock & Tom Gilsenan	10/12/2010	Tender Competition	20	00000000076000000076
10	37197	Digiscan	Colin Gray	29/06/2010	Company Portfolio	44	00000000077000000077
11	37198	Dept of Defence	Julie Garvey	19/05/2010	Request for Tenders (RFT)	8	00000000078000000078
12	37209	National Museum of Ireland	Digiscan	07/05/2010	Invitation to Tender	16	00000000079000000079
13	37217	Tom Gilsenan	Adrienne Corless	14/11/2010	Tender for Digitisation - Public Evaluation	15	00000000080000000080

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The Information
Management Experts

We hope that we have properly translated our understanding of this project and more importantly explained our responses in terms of meeting and exceeding the expectations as set out by the Military Service Pensions Archive.

The objective of having this material available to the general public via the web will be an invaluable resource to many thousands over the coming years and we would like to play a part in delivering this service.

We ourselves as a document management company have in recent years moved into the whole sphere of document imaging via the web and we have made great strides utilising the best technologies to provide cutting edge and high performance solutions for our clients which we would be delighted to bring to the Department of Defence and the Military Service Pensions Archive as you move with this very exciting project.

From €225 for up to 500 pages listed and printed with pagination Bringing 20 years of document handling expertise to the legal sector.

Take the time-consuming heavy-lifting out of your document handling and trial preparation and get Informa working for you. We will save you hours on preparation, photocopying and document listing.

Informa work extensively with the legal sector, we understand what is required and how you can benefit from presenting your hardcopy documents court ready and in a digital format.

Reasons include:

- Documents professionally presented and ready for court
- Paginated pages linked to your schedule of documents
- Eliminate photocopying and duplication overheads
- Secure your clients originals by having an electronic copy
- Itemised billing which you can forward to your client
- Simplicity of reproduction when appending documents
- Ease of communication with outside counsel

How does this all work?

Your documents can be collected by our dedicated drivers or you can deliver directly to Informa. We are open from 8.30am to 12.30am (16 hours). Informa are also part of the DX Network; we are situated 5 minutes from DX Ireland HQ so we can receive your documents the same day, or first thing the next morning.

Once we have received your documents, our bureau will get to work listing your documents and getting them ready for pagination and printing. Once printed they will be transferred into lever arch folders along with a full schedule.

How much does it cost?

Prices from €225 for up to 500 pages listed and printed with pagination

- 15c per page for preparation & scanning
- 50c per document for classification (description) and listing
- 10c per page for pagination & printing (including tab, folders and cover sheets)
- Setup, Validation & Production €55 (includes soft & hardcopy)

For further information contact:

Tom Gilsenan tgilsenan@informa.ie

Linda O'Connor loconnor@informa.ie

Or call us on: **(01) 8341220**

"Informa worked with us recently on eDiscovery and what struck me was the simplicity of the system from a user's perspective. Our reviewers had never used the system before, but they were up and running in 30 minutes. We would have struggled to manage discovery in a paper format."

Ronnie Neville
Partner
Mason Hayes & Curran Solicitors

"Informa have provided scanning and coding services for Arthur Cox eDiscovery Project & Data Management Unit for the past year and a half. Turnaround and size are never an issue be it 50 boxes, 2 boxes or even 1 folder. The result is always professional, efficient, accurate and cost effective"

Grainne Byran
eDiscovery & Data Manager
Arthur Cox Solicitors



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