






Secure, Innovative Solutions  
for Healthcare & Beyond

# Capability Statement

## Legal Transcription Services

<p>OVERVIEW</p>	<p>Brown &amp; Meyers Reporting, dba Brown &amp; Meyers, Inc., is a high volume provider of Legal Transcription Services nationwide. Our seasoned team of legal transcriptionists average 15+ years of experience in legal vocabulary and proper transcript formatting. We routinely transcribe depositions and hearings, videotaped proceedings, investigative interviews, focus groups, meetings, conferences and more.</p>
<p>DIFFERENTIATORS</p> 	<ul style="list-style-type: none"> <li>✓ <b>Guaranteed 100% U.S.</b> owned, based and operated.</li> <li>✓ <b>Experience: 20+ years</b> of legal transcription experience</li> <li>✓ <b>Seasoned legal transcriptionists</b> with an average of 15+ years of experience.</li> <li>✓ <b>Telephone Response:</b> Calls are answered by the second ring or sooner.</li> <li>✓ <b>Client Support:</b> Monday through Friday from 8:00 to 4:30 p.m. EST.</li> <li>✓ <b>Security:</b> Secure, cloud-based fax. Secure email and FTP site by Citrix. Video surveillance cameras in every room.</li> <li>✓ <b>Dictate</b> into our secure, cloud based dictation/transcription portal via toll-free telephone, Smartphone or upload digital hand held recorder files 24/7/365.</li> <li>✓ <b>Upload</b> digital audio or video files to our secure FTP site for transcription, or drop your files it in the mail on CD or DVD.</li> <li>✓ <b>Confidentiality Agreements:</b> All transcriptionists must sign a strict confidentiality agreement.</li> </ul>
<p>CERTIFICATIONS</p>	<ul style="list-style-type: none"> <li>✓ <b>WBE</b> (Women's Business Enterprise)</li> <li>✓ <b>WOSB</b> (Woman Owned Small Business)</li> <li>✓ <b>EDWOSB</b> (Economically Disadvantaged Woman-Owned Small Business)</li> </ul>  
<p>PAST PERFORMANCE</p> <p><i>Partial Listing</i></p>	<ul style="list-style-type: none"> <li>✓ Office of the Inspector General, SSA</li> <li>✓ DHHS, Disability Determination Services, SSA</li> <li>✓ DHHS, Division of Administrative Hearings</li> <li>✓ Alcohol, Tobacco &amp; Firearms</li> <li>✓ Navy Reserves Forces Command</li> <li>✓ U.S. Air Force, NCOIC</li> <li>✓ Cumberland County Sheriff's Department</li> <li>✓ Maine Department of Marine Resources</li> <li>✓ Many local and national law firms</li> </ul>
<p>DUNS CAGE CODE</p>	<ul style="list-style-type: none"> <li>✓ 928959691</li> <li>✓ 042N3</li> </ul>
<p>NAICS CODES</p>	<ul style="list-style-type: none"> <li>✓ Primary: 561410 Document Preparation Services</li> <li>✓ Others: 518210, 541511, 541611, 541930, 561110, 561320, 922110</li> </ul>
<p>PSC CODES</p>	<p>5895, 521, 529, 7490, D301, D303, D311, D312, D315, G099, J065, Q522, Q999, R401, R408, R421, R426, R497, R499, R603, R606, R608, R687, R699, R707, R799, T12, U008, U009</p>
<p>YEAR ESTABLISHED</p>	<ul style="list-style-type: none"> <li>✓ 1994, Sub Chapter S Corporation</li> </ul>

**CORPORATE HEADQUARTERS:**

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**SATELLITE OFFICES:**

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