



DRAFT AND CRAFT LAW FIRM PVT. LTD.

A LEGAL /PARALEGAL SERVICE PROVIDER

Draft n Craft is an ISO 9001:2008 certified legal process outsourcing company. It is incorporated in India with the registered office in the business hub of New Delhi. We also have a well equipped outsourcing centre. Our MD/CEO, Mr. Rakesh K. Sharma is a highly acclaimed attorney with over 20 years of experience. His clientele to date vouch for his excellence in the field.

Draft n Craft holds a comparative edge vis-à-vis others as it is headed by an attorney, immensely respected in his field, for his knowledge and experience. Driven by his unparalleled principles and ethics, we provide services to our clients as if they are part of our own company. Mr. Sharma is also an active member of the American Bar Association, Law Society of UK, International Bar Association, Law Asia, and International Association of Outsourcing Professionals amongst others.

Our company employs the best legal expertise and uses latest technology with effective process management to supply the most appropriate, accurate and apt work to our clients. We maintain non-negotiable quality standards of work and do not, at any level, compromise on the confidentiality of our clients.

The strength of our company lies in our team of highly skilled attorneys, paralegal clerks, IT professionals, engineers & management consultants. Their varied experiences and knowledge contribute immensely to the quality of work we produce.

WHY DRAFT N CRAFT?

- Complete Confidentiality of our client: The Company undertakes special efforts, to ensure complete privacy of our clients, at both human as well as technology levels. Former being mainly covered by confidentiality agreements signed by employees and the latter ensured by security cameras, hack-proof servers, firewalls etc.
- The regular & rigorous training keeps our employees abreast of the recent changes in laws and policies.
- Being an ISO 9001:2008 certified company; all our practices are quality managed.
- The company benchmarks its work to the highest quality standards.
- We ensure cost effectiveness, for our clients, in every project given to us.
- Use of latest & updated software and databases ensures no compromise in quality.
- Infrastructural support like hundred percent power back up ensures uninterrupted working.
- Our work shifts provide uninterrupted 24 hours support to our clients.
- Highly skilled & trained software and hardware engineers support our workings at all times.

- All our employees are proficient in communicating in verbal as well as written English.

SERVICES PROVIDED BY US:

Draft n Craft provides a comprehensive range of legal services to various attorneys, firms and organizations. We employ advanced information management technologies with superior business processes to achieve operational as well as functional excellence and efficiency.

• Document Review

With 90% of the litigation costs attributable to Document Review, we at Draft n Craft endeavors to provide its clients with high quality cost effective document reviews, thereby enabling the in-house attorneys to focus on the core issues. Our team of lawyers are trained and experienced to conduct:

- First Level Document Review
- Second Level Document Review.

• Document Management

We understand the importance of Document Management so we take all the care and caution in different processes involved in the same. We at Draft n Craft provide the following processes in document management:

- Scanning • Conversion of formats • Indexing & Coding • Archival Services • Retrieval Services
- Streamlining distribution services

- **Contract Management**

Law firms and in-house corporate legal departments are burdened with managing and maintaining huge quantities of contracts resulting in a time consuming inefficient process, full with unnecessary risk.

Draft n Craft provides complete contract management services. Our services include:

- Organizing, reviewing and cataloging contracts
- Review of contract, removal of ambiguity and repugnancy and drafting new contracts
- Review and comment on clients' agreement based on pre-defined parameters.
- Analysis of contract terms, metrics and timelines.
- Drafting, revising and summarizing contracts
- Creating contract-specific templates

- **Contract Review**

We offer Contract Review Services for a wide range of contracts ranging from NDA, lease agreements, software contracts, distributor agreements, industry specific agreements etc. The work is exclusively done by our attorneys with thorough checks by experienced Quality Analysts. Our services include:

- Identification and capturing of key information in accordance to the checklist or guidelines provided by the client.
- Capturing any variation of the standard terms & conditions of the contract.
- Creation of set checklist templates after broadly classifying different contracts.

- **Deposition Summary**

We offer deposition summaries for a wide range of cases including Medical Malpractice cases, Breach of contract cases, Personal Injury cases amongst others. Our trained attorneys provide the work product in customized formats to suit the requirements of our clients.

- **Legal Research**

Legal Research can be complex and time consuming for in-house lawyers. A small negligence can cause major damage to the firm. Our dynamic team of

attorneys and paralegals come from various backgrounds and share their rich experience in carrying out effective legal research for our clients. They efficiently sift through search results using the different research tools available with us such as Lexis Nexis.

- **Legal Transcription**

Our experienced Legal Transcribers and Quality Analysts provide accurate and high quality support to our clients. The transcription services offered by us range from file note, case brief, memo, openings, court proceeding etc. We also provide dedicated team of transcribers to our clients to suit their requirements.

- **Immigration Services**

Immigration services can involve a mammoth amount of paperwork such as preparation of documents, legal papers, forms, applications etc. Our team is experienced in handling varied immigration services ranging from assessment of applicants, collection and review of documents, research, drafting of appeals for various types of visas which includes work permit application, Family Visa etc.

- **Accountancy Services**

At Draft n Craft we provide a variety of accountancy services ranging from book-keeping services, Accounts Payable and Accounts Receivable services etc. We aim to deliver superior results while minimizing costs. Our paralegal clerks are proficient in using different software's including Tally, Sage etc.

- **Intellectual Property Rights**

Our dedicated IPR team is known to provide pertinent and in-depth results in the quickest turn around time. Some of our main services include providing technical know-how Prior Art Searches & Reporting, Filing of Patent Applications, Trademark searches and filing, opposing etc.

- **Others**

We also provide services including Due Diligence, Conveyancing, Data Archiving, Data Entry, Legal/Client Billing and other secretarial services.

Underlying all our services, Confidentiality forms the core. We ensure complete privacy of data at every stage of processing. Every employee is directed towards providing complete support to our clients at all times.

.....we deliver promises.....