

# Developing an Eye for Accuracy



*If it's legally binding, it better be accurate!*

Getting it right first time, every time

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Please record your time here: \_\_\_\_\_

(Time limit: 3 minutes)

Score:     / 25

## Developing an Eye for Accuracy *Legal*

Compare each item in Column 1 to its match in Column 2. If the items are the same, put a tick in the 'S' column. If the items are different, put a tick in the 'D' column, and then circle the error in Column 2. Please write how long it takes you to complete this exercise on the front of this paper.

Document number #67811389	S	D	Document number #67811398
Expense account £1,380.00	S	D	Expense account £1,3800.00
miranda.collins@uklawfirmllp.co.uk	S	D	miranda.collins@uklawfirmllp.co.uk
Invoice date 03/10/2018	S	D	Invoice date 03/10/2018
Matter number: 1.80.1111.00	S	D	Matter number: 1.80.1111.00
Budget code: 64800-102-99-9418	S	D	Budget code: 64800-1-2-99-9413
Partner initials: NAM	S	D	Partner initials: NAM
Fee: £5,1325.00	S	D	Fee: \$5,1325.00
Reference number: GA/2017 – VF	S	D	Reference number: GA/2017 – VF
Bar check number: BG0878994-01	S	D	Bar check number: BG0878894-01
DOB: 30/03/1987	S	D	DOB: 30/03/1987
Ince & Co LLP	S	D	Incs & Co LLP
Telephone: +49 69 70612020	S	D	Telephone: +46 69 70612020
Sarah Clarke QC	S	D	Sarah Clark QC
Case ref: 56871	S	D	Case ref: 56871
Court hearing 14/11/2018	S	D	Court hearing 14/11/2018
Available dates: 14 <sup>th</sup> & 18 <sup>th</sup> December	S	D	Available dates: 14 <sup>th</sup> & 18 <sup>th</sup> December
Matter number: 15238563-0152442	S	D	Matter number: 15238563-0152422
Addleshaw Goddard LLP	S	D	Addleshaw Goddard LLP
EU VAT ID: FR16000091925	S	D	EU VAT ID: FR16000091925
Miss Joanna Cotgrove	S	D	Miss Joanna Cotgrove
Scope of work description	S	D	Scope of work description
Ref: VSH/JWM/HAL127/3	S	D	Ref: VSH/JWM/HAL127/3
Declaration of trust document	S	D	Declaration of trust document
Fee £4,876.86	S	D	Fee £4,786.86

# Developing an Eye for Accuracy Legal

Document number #67811389	S	✓	Document number #67811398	Transposition
Expense account £1,380.00	S	✓	Expense account £1,380.00	Extra 0
miranda.collins@uklawfirmllp.co.uk	✓	D	miranda.collins@uklawfirmllp.co.uk	
Invoice date 03/10/2018	✓	D	Invoice date 03/10/2018	
Matter number: 1.80.1111.00	✓	D	Matter number: 1.80.1111.00	
Budget code: 64800-102-99-9418	S	✓	Budget code: 64800-1-2-99-9413	0 not - 8 not 3
Partner initials: NAM	✓	D	Partner initials: NAM	
Fee: £5,1325.00	S	✓	Fee: \$5,1325.00	£ not \$
Reference number: GA/2017 – VF	✓	D	Reference number: GA/2017 – VF	
Bar check number: BG0878994-01	S	✓	Bar check number: BG0878994-01	9 not 8
DOB: 30/03/1987	✓	D	DOB: 30/03/1987	
Ince & Co LLP	S	✓	Incs & Co LLP	e not s
Telephone: +49 69 70612020	S	✓	Telephone: +46 69 70612020	9 not 6
Sarah Clarke QC	S	✓	Sarah Clark	Missing e
Case ref: 56871	✓	D	Case ref: 56871	
Court hearing 14/11/2018	✓	D	Court hearing 14/11/2018	
Available dates: 14 <sup>th</sup> & 18 <sup>th</sup> December	S	✓	Available dates:	Transposition
Matter number: 15238563-0152442	S	✓	Matter number: 15238563-0152422	4 not 2
Addleshaw Goddard LLP	✓	D	Addleshaw Goddard LLP	
EU VAT ID: FR16000091925	✓	D	EU VAT ID: FR16000091925	
Miss Joanna Cotgrove	✓	D	Miss Joanna Cotgrove	
Scope of work description	✓	D	Scope of work description	
Ref: VSH/JWM/HAL127/3	✓	D	Ref: VSH/JWM/HAL127/3	
Declaration of trust document	✓	D	Declaration of trust document	
Fee £4,876.86	S	✓	Fee £4,786.86	Transposition

## How did you do? And what does it mean?

There are just 25 pieces of information to compare and verify in the test – just one mistake equates to a 4% error rate. The test should take no more than three minutes to complete. Imagine if your people made one error every three minutes! That's 20 errors every hour and 140 errors in a seven-hour day. It's easy to see how it mounts up.

An average error rate of just 3% wastes around 20% of your salary bill in lost productivity alone. No-one likes having to re-do work and sort out problems arising from mistakes. Accuracy skills training boosts personal effectiveness and organisational efficiency.

### Proven to work

Our work with document processing teams and administrative support functions within law firms, demonstrates increased attention to detail and greater accuracy when handling client data and vital paperwork. Typically, participants from our clients within the legal sector achieve a 53% reduction in errors.

### Our unique programmes

*Developing an Eye for Accuracy* – our flagship in-house data accuracy programme for people who work with information

*Preventing Mistakes at Work* – our practical in-house workshop for reducing the incidence of 'silly' human error

*Accurate Documentation Skills* – our practical in-house workshop for people who work with written communications

*One-day Accuracy Skills* – our open course for individuals seeking to improve their attention to detail

### Free consultation

A free consultation enables you to explore how accuracy training works and the typical cost savings and productivity gains you can expect to achieve. Pick up useful advice on how accuracy skills training relates to the work your people do and how you can take advantage of the proven methodologies for reducing error.

### Contact us

[www.accuracyprogramme.co.uk](http://www.accuracyprogramme.co.uk)

+44 (0)1638 723590

[accuracy@scottbradbury.co.uk](mailto:accuracy@scottbradbury.co.uk)



**= 3 IN EVERY 100  
TRANSACTIONS CONTAIN AN ERROR**



**IT'S LIKE  
HAVING  
YOUR OWN  
ERROR  
DEPARTMENT**



**TIME  
WASTED**



**STRESS  
CAUSED**



**MONEY  
WASTED**

**DELIVERING  
Developing an  
Eye for Accuracy  
SINCE 2003**

