



**In-House Secretary
Compensation Summary**

Cash Compensation

50,000	Base Salary		
	Hourly: \$	24.04	OT: \$ 36.06
500	Bonuses		
3,750	Overtime (based on time +1/2, averaging 2 hours per week)		
4,250	Variable Pay		
54,250	TOTAL CASH COMPENSATION		

Benefits

	<i>Savings and Investments</i>
2,170	401k match @ 4%
2,170	Retirement @ 4%
4,340	Social Security @ 8%
	<i>Benefits</i>
6,180	Medical Insurance @ \$515 per month
1,200	Dental Insurance @ \$100 per month
1,923	Vacation - 2 weeks
1,346	Paid Holidays (7 per year)
4,231	Personal Time Off (22 days per year)
23,560	TOTAL BENEFITS

Other Costs

500	Workmans Compensation
500	Disability, Long-term,short-term
500	Computer Classes
500	Human Resources (Crisis Assistance, annual picnics, etc.)
2,000	OTHER EXPENSES

79,810 TOTAL COST *

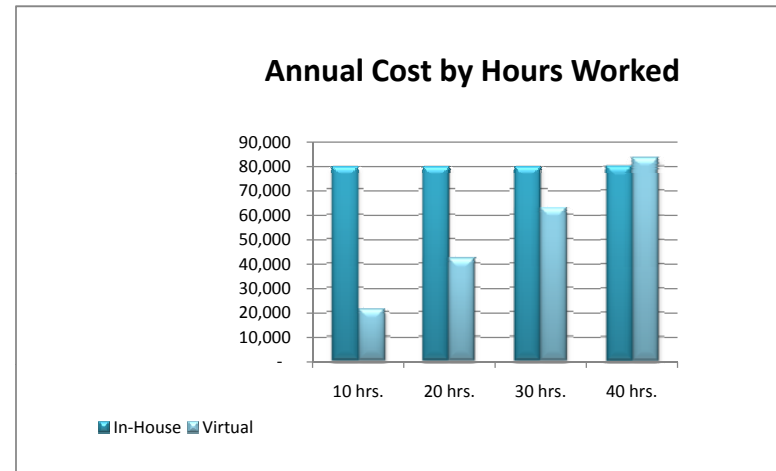
**Virtual Assistant
Compensation Summary**

Hourly Rate: \$ 40.00 per hour

**Virtual Assistant vs. In-House Secretary
Annual Cost by Hours Worked**

	Average hours worked per week			
	10 hrs.	20 hrs.	30 hrs.	40 hrs.
In-House Secretary	79,810	79,810	79,810	79,810
Virtual Secretary	20,800	41,600	62,400	83,200
Savings per Year*	59,010	38,210	17,410	(3,390)

Annual Cost by Hours Worked



* Statistics are an estimate of average compensation and benefits packages.