

In-House Secretary Compensation Summary

Virtual Assistant Compensation Summary

Cash Compensation

35,000 Base Salary

Hourly: \$ 16.83 OT: \$ 25.24

500 Bonuses

2,625 Overtime (based on time +1/2, averaging 2 hours per week)

3,125 Variable Pay

38,125 TOTAL CASH COMPENSATION

Benefits

Savings and Investments

1,525 401k match @ 4%

1,525 Retirement @ 4%

3,050 Social Security @ 8%

Benefits

6,180 Medical Insurance @ \$515 per month

1,200 Dental Insurance @ \$100 per month

1,346 Vacation - 2 weeks

942 Paid Holidays (7 per year)

2,962 Personal Time Off (22 days per year)

18,730 TOTAL BENEFITS

Other Costs

200 Workmans Compensation

500 Disability, Long-term, short-term

500 Computer Classes

250 Human Resources (Crisis Assistance, annual picnics, etc.)

1,450 OTHER EXPENSES

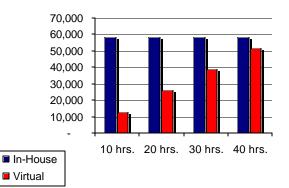
58,305 TOTAL COST *

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 Secretar	58,305	58,305	58,305	58,305
Virtual Secretary	13,000	26,000	39,000	52,000
Savings per Year*	45,305	32.305	19.305	6,305

Annual Cost by Hours Worked



Hourly Rate: \$ 25.00 per hour

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