

Typical Costs of Maintaining a Full Time Administrative Assistant versus a Virtual Assistant (VA)

**A VA will always be the smart choice, since you only pay for what you use.
That's 100% productivity.**

Typical Salary	\$36,000/ \$17.31/hr.
Paid Vacation	\$1,385
Temp during Vacation	\$2,000
Health Insurance (employer portion 12 mos. @\$150)	\$1,800
Parking (12 mos. @ \$50)	\$600
FICA Taxes (7.65%)	\$2,754
Worker's Comp. (.61%)	\$220
Unemployment (State & Fed)	\$309
Misc. costs (Vision, Dental, Disability & 401K Matching, Profit Sharing & Stock Options)	\$???
Office Space for Secretary 100 s.f. @ applicable rate	\$2500 \$25/s.f. (is conservative)
Cost of Overtime Pay (10hrs/ mo @ 50% premium)	\$3,115
Idle time during employer's absence (min. 2 wk vacation included for employer)	\$1,500
Annual Bonus (1 mo. salary)	\$3,000
Sick Time (10 days/year)	\$1,385
Other intangible costs (furniture, testing, training & fees, sick children, etc.)	\$1200 (is conservative)
Total Typical All In Costs	\$57,768/ \$27.77/hr. 1.60 times salary
Total Effective hourly rate	\$27.77/hour
75% productive level	\$37.03/hour
50% productive level	\$55.55/hour

Note – Full time staff is seldom 100% productive due to idle time between tasks, personal matters, inability of employer to generate work for staff because of distractions, meetings and commitments.

Depending on the productivity level of the full time employee, you may be paying over 3 times their actual salary. You do the Math! What's the Smart Choice? Ace Virtual Assistant is the choice to make.

The hourly rate for our services varies depending on the complexity of the work. We offer an affordable range in line with the level of excellent services provided. We encourage partnering relationships with our clients for extended time frames. This results in the best rates. Clients that we partner with realize significant savings by partnering with us as well as enhanced availability.

Clients agree to partner with us for a minimum of three months, with a mutually agreed upon 30 day termination notice if that becomes a necessary choice by either party. All payments are made in advance.

Cora Belle Marburger GVA
Virtual Administrative Support
www.aceassistant.com
texasva2000@yahoo.com
214-395-8845 (Office)
972-424-4025 (FAX)
The Right VA at the Right Time!