

In-House Executive Assistant Compensation Summary **Virtual Assistant Compensation Summary**

Cash Compensation

47,000 Base Salary
 Hourly: \$ 22.60 OT: \$ 33.89
 500 Bonuses
 3,525 Overtime (based on time +1/2, averaging 2 hours per week)
4,025 Variable Pay

51,025 TOTAL CASH COMPENSATION

Hourly Rate: \$ 35.00 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	75,069	75,069	75,069	75,069
Virtual Secretary	18,200	36,400	54,600	72,800
Savings per Year*	56,869	38,669	20,469	2,269

Benefits

Savings and Investments
 2,041 401k match @ 4%
 2,041 Retirement @ 4%
 4,082 Social Security @ 8%

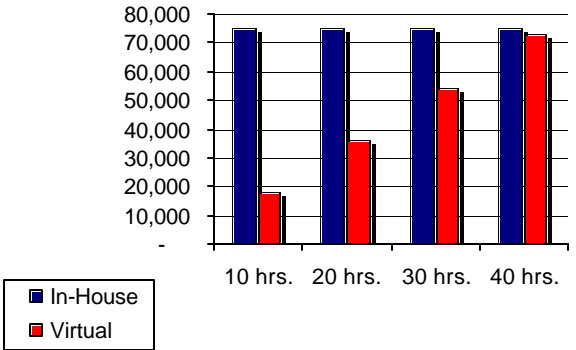
Benefits
 6,180 Medical Insurance @ \$515 per month
 1,200 Dental Insurance @ \$100 per month
 1,808 Vacation - 2 weeks
 1,265 Paid Holidays (7 per year)
 3,977 Personal Time Off (22 days per year)
22,594 TOTAL BENEFITS

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

75,069 TOTAL COST *

Annual Cost by Hours Worked



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