

Comparison of Cost of Hired Employees vs Virtual Assistant Services

	WEEKLY	DAILY		WEEKLY	DAILY
Full Time Employee - hours	40	8.00	Virtual Assistant - hours hired	24.96	4.99
Hourly rate **	20.00	4.00	Hourly Rate	25	25
Sub Total	800.00	160.00	Sub Total per week	624.04	124.81
CPP expense	36.27	7.25	CPP expense	0.00	0.00
EI expense	23.52	4.70	EI expense	0.00	0.00
Health tax	7.84	1.57	Health tax	0.00	0.00
Vacation Pay	32.00	6.40	Vacation Pay	0.00	0.00
Statutory Holidays (9 per year divided equally)	27.69	5.54	Statutory Holidays (9 per year divided eq)	0.00	0.00
Benefits	10.00	2.00	Benefits	0.00	0.00
TOTAL COST	937.32	187.46	TOTAL COST	624.04	124.81
CALCULATION OF ACTUAL WORKING TIME			CALCULATION OF ACTUAL WORKING TIME		
Initial Hours AT work	40.00	8.00	Initial Hours AT work	24.96	4.99
Coffee Breaks (1 per 4 hrs x 15 mins)	2.50	0.50	Coffee Breaks (1 per 4 hrs x 15 mins)	0.00	0.00
Lunch Breaks (1 hr per day)	5.00	1.00	Lunch Breaks (1 hr per day)	0.00	0.00
Personal Phone Calls (2 per day x 10 mins)	2.00	0.40	Personal Phone Calls (2 per day x 10 mir)	0.00	0.00
Washroom breaks (2 per day x 10 mins)	2.00	0.40	Washroom breaks (2 per day x 10 mins)	0.00	0.00
Casual conversations (2 per day x 10 mins)	2.00	0.40	Casual conversations (2 per day x 10 mir)	0.00	0.00
Training (2 weeks first year priced over 1 year)	1.54	0.31	Training (2 weeks first year priced over 1	0.00	0.00
TOTAL HOURS ACTUALLY WORKED	24.96	4.99	TOTAL HOURS ACTUALLY WORKED	24.96	4.99
ACTUAL COST PER HOUR	37.55	37.55	ACTUAL COST PER HOUR	25.00	25.00

Other items not taken into calculations:

- Computer for staff person
- Software for staff person
- Furniture for staff person
- Office space for staff person

SAVINGS OF HIRING A VA

313.28 62.66

per week per day

** Hourly rate of secretary based on fully experienced staff person
 A Virtual Assistant can provide experience that is comparable to
 that of an extremely experienced staff person.