

In-House Secretary Compensation Summary

* Statistics are an estimate of average compensation and benefits packages

Cash Compensation – In House Secretary

\$ 32,000	Base Salary
	Hourly \$15.38 OT: \$23.08
500	Bonuses
2,400	Overtime (based on time +1/2, averaging 2 hours per week)
2,900	Variable Pay
\$ 34,900	TOTAL CASH COMPENSATION

Benefits

\$ 1,396	401k match @ 4%
1,396	Retirement @ 4%
2,792	Social Security @ 8%

Benefits

\$ 6,180	Medical Insurance @ \$515 per month
1,200	Dental Insurance @ \$100 per month
1,231	Vacation - 2 weeks
862	Paid Holidays (7 per year)
2,708	Personal Time Off (22 days per year)

\$ 17,764 TOTAL BENEFITS

Other Costs

\$ 200	Workman's Compensation
500	Disability, Long-term, short-term
500	Computer Classes
250	Human Resources (Crisis Assistance, annual picnics, etc.)

\$1,450 OTHER EXPENSES

\$ 54,114 TOTAL COST *

Virtual Assistant Compensation Summary

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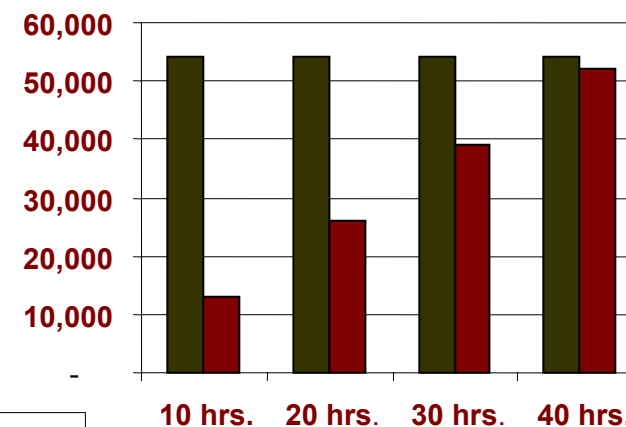
Virtual Assistant

\$25.00 Hourly Rate

Annual Cost by Hours Worked Virtual Assistant vs. In-House Secretary Average hours worked per week

	10 hrs.	20 hrs.	30 hrs.	40 hrs.
In-House Secretary	54,114	54,114	54,114	54,114
Virtual Assistant	13,000	26,000	39,000	52,000
Savings per Year*	41,114	28,114	15,114	2,114

Annual Cost by Hours Worked



■ In-House
■ Virtual

