



**IN-HOUSE
EMPLOYEE**

**VIRTUAL
ASSISTANT**

HOW TO SAVE \$46,000 A YEAR

When the need arises, companies and businesses are more likely to hire extra staff to do the work in a given time. The hiring process comes with certain obligations and expenses. Find out how cost effective it can be to hire a virtual assistant versus hiring a full time in-house employee...

WHAT IS A VIRTUAL ASSISTANT (VA)?

- independent contractor works remotely at home
- provides admin or tech support
- computer savvy & good in time management

WHO USES VA SUPPORT?

- C-level exec
- Business owners
- Coaches
- Consultants
- Real Estate Agents
- CPA/Accountants
- Authors
- Speakers

EMPLOYEE

- Payroll taxes, Insurance, Benefits
- Must provide office space & equipment
- Difficult/expensive to hire for weekend and evening work
- Paid salary/hourly regardless of tasks
- May waste time at work

VS

VIRTUAL ASSISTANT

- NO related taxes, insurance, benefits
- NO extra office space/equipment costs
- Weekend & evening assistance available
- Paid only for "Time on Task" or by project
- Ability to stay on schedule

Office employee working 2080 hours a year @ \$15 per hour

BREAKDOWN OF COSTS

VA working 520 hours a year @ \$8.20 per hour *

Category	Employee Cost	Virtual Assistant Cost
Typical Salary at \$15/hr x 2080	\$31,200	\$4,264
Payroll Taxes 12%	\$3,744	\$0
Benefits 30%	\$9,360	\$0
Time not worked 13% (vacation, holidays, sick)	\$4,056	\$0
Admin Costs 7% (Recruiting, Hiring, Training)	\$2,184	\$0
Total Cost Per Year	= \$50,544	= \$4,264

Total Annual Savings: \$46,280

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