

# THE AT HOME SECRETARY'S

## COST COMPARISON CHART OF ADMIN ASSISTANT VERSUS VIRTUAL ASSISTANT

### In-House Administrative Assistant Costs

### Virtual Assistant Costs

#### Compensation

\$30,000.00 Base Salary  
 Hourly \$14.42      Overtime \$21.63  
 \$500.00 Bonuses  
 \$1,298.08 Overtime (5 hours per month at 1 1/2 X Pay)  
**\$31,798.08 TOTAL COMPENSATION**

#### Benefits

\$500.00 Medical Insurance  
 \$100.00 Dental Insurance  
 \$1,153.85 Vacation (2 weeks)  
 \$807.69 Paid Holidays (7 days)  
 \$346.15 Personal Days (3 days)  
 \$96.00 401-K Match (4%)  
 \$2,400.00 Social Security Match (8%)  
**\$5,403.69 TOTAL COMPENSATION**

#### Business Costs

\$200.00 Worker's Compensation  
 \$500.00 Disability (Long term/short term)  
 \$250.00 Human Resources (EAP, Company Picnics, Etc.)  
 \$1,000.00 Training (Software, skills, etc.)  
 \$250.00 Utilities (Average per employee utility cost per year)  
 \$900.00 Hardware (this is cost of hardware / 2 assuming hardware is upgraded once per two years)  
 \$1,500.00 Software (this is cost of software / 2 assuming software is upgraded once per two years)  
 \$3,750.00 Unproductive Time (paid breaks, water cooler time, restroom visits, chatting)  
**\$8,350.00 TOTAL COMPENSATION**

#### Compensation

Hourly Rate      \$20.00

Weekly Productivity Time	10 Hours	20 Hours	30 Hours	40 Hours
In-House Yearly	\$45,551.77	\$45,551.77	\$45,551.77	\$45,551.77
VA Yearly	\$10,400.00	\$20,800.00	\$31,200.00	\$41,600.00
Savings	\$35,151.77	\$24,751.77	\$14,351.77	\$3,951.77

#### YEARLY ADMIN ASST COST

\$45,551.77

#### YEARLY VA COST

\$41,600

Even if you use a virtual assistant 40 hours per week for 52 weeks, you will still save money versus a full time employee. AND with a VA you are getting 40 hours of work if you are being billed for 40 hours of work. This is not so with an in-house employee.

Statistics are only an average. Figures may be slightly higher or lower depending on the cost of living where your business operates.

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