

# Elite Realtor Solutions

## In-House Secretary Compensation Summary

## Virtual Assistant Compensation Summary

### Cash Compensation

<b>42,000</b>	<b>Base Salary</b>	Hourly: \$ 20.19	OT: \$ 30.29
500	Bonuses		
3,150	Overtime (based on time +1/2, averaging 2 hours per week)		
<b>3,650</b>	<b>Variable Pay</b>		
<b>45,650</b>	<b>TOTAL CASH COMPENSATION</b>		

Hourly Rate: \$ 25.00 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	68,084	68,084	68,084	68,084
Virtual Secretary	13,000	26,000	39,000	52,000
<b>Savings per Year*</b>	<b>55,084</b>	<b>42,084</b>	<b>29,084</b>	<b>16,084</b>

### Benefits

#### *Savings and Investments*

1,826	401k match @ 4%
1,826	Retirement @ 4%
3,652	Social Security @ 8%

#### *Benefits*

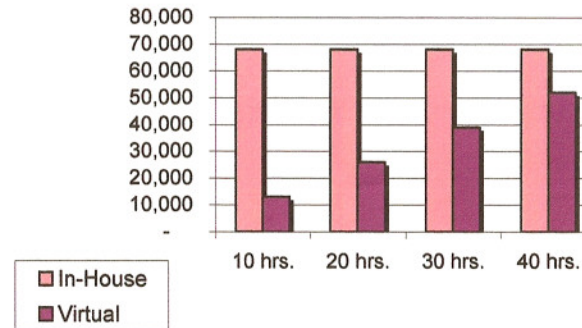
6,180	Medical Insurance @ \$515 per month
1,200	Dental Insurance @ \$100 per month
1,615	Vacation - 2 weeks
1,131	Paid Holidays (7 per year)
3,554	Personal Time Off (22 days per year)
<b>20,984</b>	<b>TOTAL BENEFITS</b>

### Other Costs

200	Workmans Compensation
500	Disability, Long-term,short-term
500	Computer Classes
250	Human Resources (Crisis Assistance, annual picnics, etc.)
<b>1,450</b>	<b>OTHER EXPENSES</b>

**68,084 TOTAL COST \***

### Annual Cost by Hours Worked



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