

## Comparison of the Cost of a Virtual Assistant vs a Fulltime Employee

	Full Time Employee		Virtual Assistant	
	WEEKLY	DAILY	WEEKLY	DAILY
<b>Full Time Employee - hours</b>	35	7.00	<b>Virtual Assistant - hours hired</b>	15.00 3.00
Hourly rate **	21.00	21.00	Hourly Rate	35 35
Sub Total	735.00	147.00	Sub Total per week	525.00 105.00
CPP expense	33.05	6.61	CPP expense	0.00 0.00
EI expense	21.61	4.32	EI expense	0.00 0.00
Health tax	7.20	1.44	Health tax	0.00 0.00
Vacation Pay	29.40	5.88	Vacation Pay	0.00 0.00
Statutory Holidays (9 per year divided equally)	25.44	5.09	Statutory Holidays (9 per year divided eq)	0.00 0.00
Benefits	10.00	2.00	Benefits	0.00 0.00
<b>TOTAL COST</b>	<b>861.71</b>	<b>172.34</b>	<b>TOTAL COST</b>	<b>525.00 105.00</b>
<b>CALCULATION OF ACTUAL WORKING TIME</b>			<b>CALCULATION OF ACTUAL WORKING TIME</b>	
Initial Hours AT work	35.00	7.00	Initial Hours AT work	15.00 3.00
Coffee Breaks (1 per 4 hrs x 15 mins)	2.19	0.44	Coffee Breaks (1 per 4 hrs x 15 mins)	0.00 0.00
Lunch Breaks (1 hr per day)	4.38	0.88	Lunch Breaks (1 hr per day)	0.00 0.00
Personal Phone Calls (2 per day x 10 mins)	1.75	0.35	Personal Phone Calls (2 per day x 10 mir)	0.00 0.00
Washroom breaks (2 per day x 10 mins)	1.75	0.35	Washroom breaks (2 per day x 10 mins)	0.00 0.00
Casual conversations (2 per day x 10 mins)	1.75	0.35	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
<b>TOTAL HOURS ACTUALLY WORKED</b>	<b>21.65</b>	<b>4.33</b>	<b>TOTAL HOURS ACTUALLY WORKED</b>	<b>15.00 3.00</b>
<b>ACTUAL COST PER HOUR</b>	<b>39.80</b>	<b>39.80</b>	<b>ACTUAL COST PER HOUR</b>	<b>35.00 35.00</b>

### 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

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.