

## 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 **                                   | 20.00              | 20.00         | Hourly Rate                                      | 25 35               |
| Sub Total  | 700.00             | 140.00        | Sub Total per week                               | 375.00 105.00       |
| CPP expense                                      | 31.32              | 6.26          | CPP expense                                      | 0.00 0.00           |
| EI expense                                       | 20.58              | 4.12          | EI expense                                       | 0.00 0.00           |
| Health tax                                       | 6.86               | 1.37          | Health tax                                       | 0.00 0.00           |
| Vacation Pay                                     | 28.00              | 5.60          | Vacation Pay                                     | 0.00 0.00           |
| Statutory Holidays (9 per year divided equally)  | 24.23              | 4.85          | Statutory Holidays (9 per year divided equally)  | 0.00 0.00           |
| Benefits   | 10.00              | 2.00          | Benefits   | 0.00 0.00           |
| <b>TOTAL COST</b>                                | <b>820.99</b>      | <b>164.20</b> | <b>TOTAL COST</b>                                | <b>375.00 75.00</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 mins)       | 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 mins)       | 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 year) | 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>37.92</b>       | <b>37.92</b>  | <b>ACTUAL COST PER HOUR</b>                      | <b>25.00 25.00</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.