

# Program Packages

## Full-Time Package

Since your Virtual Private Assistant will be working only for you, you will be setting the work schedule. The minimum length of this contract is three months. Team-sourcing is included.

40 hours per week, full-time

Actual hourly rate	Amount per month
Month-to-month agreement	\$1,907
Three month (5% off)	\$1,811
Six-month (7.5% off)	\$1,764
Twelve-month (10% off)	\$1,716

## Part-Time Packages

Under this package, your VPA will be sharing with up to three other clients apart from you. Changing the schedule of work hours is limited because your VPA is supporting other clients. The minimum length of contract is three months. Team-sourcing is included.

20 hours per week, half-time

Actual hourly rate	Amount per month
Month-to-month agreement	\$1,040
Three month (5% off)	\$988
Six-month (7.5% off)	\$962
Twelve-month (10% off)	\$936

10 hours per week, quarter time

Actual hourly rate	Amount per month
Month-to-month agreement	\$563
Three month (5% off)	\$535
Six-month (7.5% off)	\$521
Twelve-month (10% off)	\$507

## Standard Features

Workstation, Computer, Webcam, Headset

Unlimited internet access

MS Office: Outlook, Word, Excel, PowerPoint, and Visio

One local or toll-free number

Unlimited incoming and outbound calls to US and Canada

Call forwarding and transfers

On-Going Training

No HR Overhead

No employee benefits, no taxes, and no unemployment insurance to pay

## Optional Services

Archival recording of all phone calls

Online access to recorded calls

MP3 format.

\$5/week

2nd local telephone number

Unlimited incoming and outbound calls to US and Canada

Call forwarding and transfers

Includes *always on call recording* for all lines

\$24/week per line

2nd toll-free telephone number

Unlimited incoming and outbound calls to US and Canada

Call forwarding and transfers

Includes *always on call recording* for all lines

\$29/week per line

**\* Prices may vary upon the qualifications of the Virtual Private Assistant.**