

# Cut Costs, Increase Productivity!



**THE VIRTUAL ASSIST SOLUTIONS**  
MOST COST-EFFECTIVE, EFFICIENT AND TRANSPARENT OUTSOURCING SOLUTION

## Why Choose Us

The Virtual Assist Solutions is committed to providing professional marketing, creative assistance, technical and administrative support to small businesses and entrepreneurs.

Our combination of excellent management, educated, productive and efficient staff, technological expertise, and the lower cost of doing business in the Philippines offers our customers an unsurpassed competitive advantage.

## Our Team

Our team blends together experience to provide a high quality and profitable service to all its clients. Each team member brings unique skills and knowledge to facilitate a comprehensive range of packages to suit the individual needs of our clients. We innovate and design according to clients specific needs to deliver distinctive results.

The Virtual Assist Solutions is composed of individuals who have a wide variety of professional backgrounds. Our combined experience and diverse skill sets enable us to offer innovative ideas to solve problems in many different areas of business. By switching from traditional American and other Western-based staff to Virtual Assistants in the Philippines, you can potentially cut your recruiting and payroll by 70% or more. In addition, you could exponentially increase the output of your staff by hiring more leased staff without raising your staffing costs. Outsource non-core functions to highly talented offshore staff, at a fraction of the cost so you can focus on your core business and increase your productivity and save on your capital.

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## What We Offer

Marketing and Promotions (Events | Conferences | Meetings | Campaigns)

Proofreading VA's work (Correct English grammar, punctuations, subject-verb agreement for Articles)

Design Marketing Materials

Recruitment | Staffing

Personal Secretary | Dedicated Staff

Presentations (PowerPoint and HTML based)

Product Research

Market and Competitive Research

SEO | Page Rank | Backlinks

Transcriptions (Audio and Video)

Data Entry | Documentation

*The Most Cost-Effective, Efficient and Transparent Virtual Assist Solution*

### Qualities of our VA's

- ✚ College Educated
- ✚ Fluent in English
- ✚ With Experience in Outsourcing Industry
- ✚ 100% Dedicated To You
- ✚ Proficient
- ✚ With Strong Work Ethic
- ✚ Able to Get Things Done with Minimal Supervision
- ✚ With Strong Time Management and Multi-Tasking Skills
- ✚ Able to Set Priorities Across Multiple Projects
- ✚ Our VA's have been thoroughly screened and vetted for quality of work and ability to meet deadlines.
- ✚ Typing Speed at least 50wpm, 98% Accuracy

## Benefits to Virtual Assistant Leasing

To better understand, here's a comparison table showing the advantages of having a Virtual Assistant:

COST COMPARISON	FULL-TIME EMPLOYEE	VIRTUAL ASSISTANT
Hourly Rate of Pay	\$10.00	\$10.00
Fringe Benefits @ 35% (Health/Dental/Life Insurance, Retirement Plans)	\$3.50	NONE
Overhead Rate @ 50% (Office Space, Equipment & Office Supply expense, UI Insurance, Worker's Compensation, Overtime Pay, Administration Costs)	\$5.00	NONE
Total Effective Rate of Pay	\$18.50	\$10.00
**Hours Per Year	2,080 hrs.	1,040 hrs.
<u>Total Annual Labor Cost</u>	\$38,480.00	\$10,400.00



## Core Values

- ✓ Excellent teamwork
- ✓ Ensure speed and efficiency
- ✓ Value performance
- ✓ Continuous improvement
- ✓ Integrity
- ✓ Quality Services and
- ✓ Customer Satisfaction

## What is a Virtual Assistant

A Virtual Assistant, also called Remote Staff, Offshore Staff or Virtual Staff is someone from a remote location who provides a wide range of services, including but not limited to:

•Financial    •Creative    •Technical    •Administrative

Virtual assistants are paid for the exact time spent working on a project.

By switching from traditional American and other Western-based staff to Virtual Assistants in the Philippines, you can potentially cut your recruiting and payroll by **70%** or more. In addition, you could exponentially increase the output of your staff by hiring more leased staff without raising your staffing costs. Outsource non-core functions to highly talented offshore staff, at a fraction of the cost so you can focus on your core business and increase your productivity and save on your capital.

### Dedicated Supervisor

When you hire a team of ten workers, it is best to have your own personal dedicated team supervisor. Your dedicated supervisor is ultimately accountable for your satisfaction. You direct your instructions to your dedicated supervisor and he or she can delegate them to your dedicated leased staff.

## THE VIRTUAL ASSIST SOLUTIONS

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info@thevirtualassistsolutions.com

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Efficient and Transparent  
Virtual Assistance Solution*

Find us on the Web:  
www.thevirtualassistsolutions.com



## Contact Us

Request for our Rates and Policies

[team@thevirtualassistsolutions.com](mailto:team@thevirtualassistsolutions.com)

A signed contract is required for all work requested.

**The Virtual Assist Solutions** management team will consult with you regarding your project needs and provide an estimate within 24-48 hours upon request.

Hourly rates vary depending on the scope of work requested.

Our rate scale starts at **\$3 USD to \$8 USD** per hour.

We offer In-house and Home-based Virtual Assistants depending on client needs.



