



Executive VA Australia

## Compare the costs

When you consider the cost of hiring staff, the fees you will pay for Executive VA Australia services are very reasonable.

**The following are some of the costs you need to consider when comparing our fees with those of a direct employee – there are probably many more:**

- Initial employment costs – preparation of job descriptions, advertising, interviewing, referee/reference checks, engagement contracts and successful/unsuccessful letter drafting
- Gross Salary
- Superannuation
- Workers' compensation
- Sick and Annual Leave, as well as Bereavement, Carers leave and provision for Long Service Leave
- Training and Induction
- Probationary periods
- IT infrastructure, furniture, office space and other equipment

## Executive VA Australia Fee structure

Dependent on the service required, we offer a range of affordable options. These may be hourly rates, or a package solution. Contact Jenni to discuss your requirements in more detail to work out the best solution for your needs.

- *Disbursements and sundries (telephone calls, postage, bulk printing/photocopying, stationary costs, travel costs etc) are charged at cost and will be itemised on the invoice*

### Basic admin rates

- For those clients who require basic administrative tasks to be completed our minimum hourly rate is \$45.00. This means you can use our services as little or as much as you like. This option is great for anyone requiring ad-hoc services (university assignments, fill in for absent staff members etc.).
- Urgent work will be charged at \$55 per hour, eg. work required within 24-48 hours.

### Personal/executive assistant rates

- As all circumstances are different, a rate will be determined at completion of the first consultation. Contact us today to discuss your Personal Assistant needs

### Digital transcription rate

- Digital Transcription work is charged at a flat fee of \$1.80 per audio minute. This ensures you receive the desired results at a minimal cost.

Call Jenni on +61 0416 230 873 (m) or email me at [jenni@execva.com.au](mailto:jenni@execva.com.au).



## Executive VA Australia

### **Pre-Paid Packages**

- Packages are available and valid for 6 months from date of purchase. Packages are negotiated individually with the client depending on their needs. Ideal for project work, recruitment services and association management.

## **Terms**

- All pricing will be quoted in Australian dollars
- Payment terms – direct debit of quoted/agreed amount in advance for new clients, otherwise payment seven (7) days from date of invoice
- Non-payment of your invoice may incur interest and/or penalty fees
- Preferred method of payment - direct deposit or bank cheque. Personal cheques will not be accepted