



FEE SCHEDULE

Independent analyses of the virtual assistance profession indicates that hiring a virtual assistant can lower overall hourly costs approximately 50% over hiring an onsite administrative assistant. And, once you factor in our dedication to quality service, using Virtual-Executive.com as your virtual service provider becomes a no-brainer! We offer customized solutions to satisfy all your administrative, clerical and customer service needs. Presently, Virtual-Executive.com has two packages for our clients to choose from; *Pay As You Go* and our *Ongoing Support Plan*.

1. PAY AS YOU GO

We understand the need for temporary assistance!

This plan is for those who need short-term or occasional support and who do not require the services of a Virtual Assistant regularly.

2. ONGOING SUPPORT

For our clients who require services on a regular basis, we offer lower rates through our Silver, Gold and Platinum programs. Additional services, e.g. couriers, facsimiles, postage, long distance telephone calls will be billed as additional expenses.

FEES

As our rates vary according to our clients needs, **please contact Paulette Johnson at 770-981-0443** for more information.

BILLING SCHEDULE

Invoices are dispatched on the last day of each month.

Payment is due upon receipt of invoice.

We currently accept payment by PayPal®, certified checks and VISA only.