

Virtual Assistant Service Provider Comparison Chart

Service Provider		VA Platinum	Company: _____	Company: _____	
Overall Cost of 1 VA per month		\$2,285 AUD <i>(basis 38 pesos to AUD\$1)</i>			
Staff Location	Office-Based	✓			
	Home-based				
Office Facilities	Safe and Modern office	✓			
	Power Generator Back Up	✓			
	Quality of Equipment	Computer Sets	Brand New		
		Workstations	Brand New		
		Software	Updated		
	Internet Speed	200 MBPS			
	Internet Back Up	200 MBPS			
	Internet tertiary Back Up	200 MBPS			
	Employee Lounge	✓			
	Lunch Room	✓			
Data Security	CCTV	Outside	✓		
		Inside	✓		
	CCTV Client Accessibility	✓			
	USB Ports Disabled	✓			
	Sterile Workstations (No Paper, No Electronic Devices)	✓			
	Lockers for Staff Personal Use	✓			
Contract/ Agreement	Lock In	Yes			
		No	✓		
	Security Bond	Yes			
		No	✓		
	One Month Money Back Guarantee	✓			



Virtual Assistant Service Provider Comparison Chart

Service Provider		VA Platinum	Company: _____	Company: _____	
Employee Quality	Type of Staff	Full Time Dedicated Staff	✓		
		Part Time			
		Casual/ Outsource			
	Minimum Work Experience		2 years		
	Psychometrics		✓		
	DiSC Profile		✓		
	Character & Background Check (National Bureau of Investigation)		✓		
Productivity Monitoring	Task Tracking Software		Time Doctor		
	Training		Onsite Concierge		
	Management	Onsite/Office	✓		
		Virtual			



Virtual Assistant Service Provider Comparison Chart

Service Provider		VA Platinum	Company:_____	Company:_____	
Employee Benefits	TOTAL EMPLOYEE COMPENSATION PACKAGE	₱28,000.00			
	Monthly Base Pay	₱23,000.00 - <i>probation</i> ₱25,000.00 - <i>after</i>			
	Private Health Insurance (HMOs) with Dental care coverage	✓ <i>(with option to add dependents)</i>			
	Monthly Travel Allowance	₱2,000.00			
	Monthly Attendance Bonus	₱1,000.00			
	Daily Meal & Unlimited coffee	One Cooked Meal from select menu (<i>i.e. fish, pork, beef, vegetables, rice etc.</i>)			
	Paid Leaves	Vacation	17 days		
		Sick	8 days		
	13th Month Pay (1 month bonus in Dec)	✓			
	Holidays	As per Australian Public Holidays			
	50% Gym Membership Subsidy	Available after staff passes probationary period			
	Full access to staff library	✓			

