



"Virtual Assistance, in a snap."

Need an Administrative Assistant but don't want to pay another full-time employee? Consider Snap Assistant, we offer Virtual Assistance, in a snap. A professional Virtual Assistant from Snap Assistant assists clients from their own office on a contractual basis providing administrative, human resources, communication, creative and technical services. Whether you have a one time project, an employee called in sick, or you need a full-time Assistant, no project is too small and Snap Assistant is always available to help.

The Virtual Assistants at Snap Assistant have proved to be 2x more effective than full-time employees, Virtual Assistants don't take breaks, extended lunch hour, personal calls or personal emails on your dime and they are never late for work or call in sick. Imagine all your assistant could do with that extra time or how much money you could save. For more details about the cost of a Virtual Assistant vs. a full-time employee, view our [Rate Comparison Chart](#).

Benefits of a Virtual Assistant:

- Always available
- No payroll taxes, vacation pay, sick pay or holiday pay
- No employee benefits such as health insurance or dental insurance
- No additional office space or equipment needed
- No training required
- Productivity is 2x more effective than that of an on-site employee
- No fees, as with employment agencies
- Save an annual average of \$39,771

Computer Software and Technical Skills

- Microsoft Word
- Microsoft Outlook
- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint
- Notepad / WordPad
- RMLS
- Windows XP
- Windows Vista
- Internet Explorer
- Mozilla Firefox
- eFax
- 63 WPM Alpha
- 9,280 KPH Numeric (10-key)
- Adobe Dreamweaver
- Adobe Photoshop
- Adobe Photo Deluxe
- Adobe Acrobat Reader
- Adobe Bridge
- Postage Meters
- Turbo Tax
- OSAS
- Mas90 (Anzio)
- PayPal
- XHTML / HTML / CSS
- JavaScript
- File Transfer Protocol (FTP)
- Blogger
- Twitter
- Facebook
- YouTube
- Audio Integration
- Video Integration
- Search Engine Optimization
- Domains
- Hosting



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Services

Snap Assistant provides support for businesses, non-profit organizations, Executives and the self-employed in a variety of different industries. Our Virtual Assistants have expertise in multiple departments and quick project turn-around times plus, they are independent contractors which means you don't have to worry about any "employee" costs. We are very organized, communicate well, maintain confidentiality in sensitive matters and have the ability to anticipate your needs before we are asked to do so. Below is a general overview of our most frequently requested services, [contact us](#) to get virtual assistance, in a snap.

Administrative and Executive Support

- Executive Assistance
- Word Processing
- Calendar Management
- Travel Arrangements
- Event Planning
- Office Supply Management
- Virtual Concierge
- Office Notary Public for the State of Oregon



Communications

- Mail Correspondence and Email Management
- Customer Service and Client Relations
- Phone Communications
- Meeting Minutes
- Social Networking (Facebook, Twitter, Blogger)

Human Resources

- Human Resources Management
- Finding and Hiring New Employees
- New Employee Orientation
- Standard Operating Procedure Manuals

Marketing and Technology

- General Marketing and Presentations
- Internet Research
- Database Management
- Business Forms and Templates
- Website Design and Graphic Design

Read our complete service offering at <http://www.snapassistant.com/services.html>



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We know all our clients are different and we like to acknowledge this by providing our clients with a choice of payment options to best suit their particular project(s) and/or ongoing needs.

Per Project Basis

No project is too small and rates are quoted depending on the timeline and type of work the project requires.

Hourly Basis

We work on an hourly basis, no minimum subscription is required. Billed at our regular hourly charge.

Retainer Basis

You contract for a certain block of hours per month with a minimum subscription of 10 hours, at a rate less than our hourly charge.



As an employer, you know that when paying wages to hourly and/or salaried employees, there is a "base" wage and there is an "actual" wage. Every year, the cost of providing health and dental insurance rises in addition to paying payroll taxes, holiday pay, vacation pay and training costs which can put a tight squeeze on your operating budget. These taxes, benefits and additional costs can make the "actual" wage of your employee up to 2 1/2 times higher than their "base" wage. With our Virtual Assistants, you don't have to pay any of these additional employee costs and our Virtual Assistants have proved to be 2x more effective in their productivity than an on-site employee. Go ahead, take the squeeze out of your budget and make room for better productivity and lower operating costs.

Cost Comparison Chart

	On-Site Administrative Employee	Virtual Assistant
	<u>Annual Cost</u>	<u>Annual Cost</u>
Base Salary*	\$25,000	\$8,880
Occasional Overtime	\$177	\$1,776
Benefits (15% of salary)	\$4,500	\$0
Payment for time not worked (13%) - Lunches, Vacation, Holidays, Sick Time	\$3,900	\$0
Payroll Taxes (12%)	\$3,600	\$0
Administrative Costs (7%) - Recruiting, Hiring, Training	\$2,100	\$0
Equipment, Furniture and Supplies for Employee	\$3,900	\$0
Rent of space for in-house Employee	\$2,250	\$0
	Annual Total:	\$10,656
		\$45,427
Average Savings of Hiring a Virtual Assistant:		\$39,771

*Base salary of an on-site Administrative Employee at approximately \$14.75 per hour. Base retainer of 20 hours a month for a Virtual Assistant at \$37.00 per hour. (Percentages based on information from the U.S. Chamber of Commerce)



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Client Testimonials

"You have left me impressed. It is rare that I come across such a professional presence and you add to it with promptness and detail." - *Doreen Baldrige, Owner, The Nourished Body and Mind*

"We at the Hawkeye Family of companies have been privileged to have Lacey Johnston as our primary office manager and executive administrative officer over the last seven months. She is very skilled with office management, human resources, organization, and development of systems and has great computer skills including web design. We would recommend her highly." - *Christopher Schwindt, Attorney at Law, Hawkeye Real Estate Holdings LLC*

"Anyone who knows their way around software like you do, garners immediate respect!" - *Rick Green, Management Analyst, Expansion Consulting*

"She provided administrative support to the entire company as the Communications Specialist. She made sure that the company's communications through fax and email were correctly received, logged, distributed and filed. She is hard-working and diligent, committed to doing her best. She takes pride in being organized and did a great job creating and maintaining our administrative how-to manual outlining our standard operating procedures. Her computer skills were valuable to the company, as she made sure that she was current on her knowledge of Microsoft Word, Excel, Outlook and Access. Lacey took the initiative to find ways to help improve the general office operations. It was a pleasure to have Lacey." - *Laurel Emory, Senior Executive Assistant, Lacey-Harmer Company*

"Her duties involved a wide range of responsibilities from processing office correspondence and emails, faxes, letters and shipping documents, to building databases and distribution of information to employees as needed. Her work was organized, timely and well done." - *Dan Myers, Operations Manager, Lacey-Harmer Company*