

Imagine an administrative assistant who has the ability to prioritize and complete tasks within allotted time frames. They are personable, dependable, results-oriented and most importantly, self-sufficient. CCG Productions, Inc. is such a place! We can take your brand, brochures, flyers, newsletters, blogs, events, tradeshow and more, from concept to completion. We combine our extraordinary creative services with exceptional graphics, imaginative writing and design expertise to create marketing media that your audience will remember.

MENU OF VIRTUAL ASSISTANT SERVICES

| | |
|--|---|
| Administrative Support Announcement Creation & Publishing Event Planning & Production Video & DVD Production Website Design & Optimization Brochure Creation & Printing Business Card Design & Printing Database Management & Creation Flyer Creation & Printing Logo and Graphic Design Media Kit Creation & Development PDF Document Creation | Ad Design & Placement Banner Creation & Printing Copywriting Power Point Presentations Blog Creation & Updates Direct Mail Marketing Custom Collage Image Archiving & Organization Email or Printed Newsletter Design Internet Marketing & Research Research & Development Press Releases (PR) |
|--|---|

Virtually, everyone benefits:

- New business startups with limited capital
- Small companies with limited budgets
- Business owners
- Traveling sales people
- Organizations, clubs and societies
- Professionals and executives
- Realtors

Virtual Assistant vs. Employee Cost Comparison Chart

By hiring a Virtual Assistant, you could save over *\$40,000 per year!

| | *Onsite Employee | Virtual Assistant |
|--|------------------|-------------------|
| Sample hourly rate of pay: | \$15.00 | \$35.00 |
| Total effective rate of pay: | *\$27.75 | \$35.00 |
| * Onsite employee effective pay increases based on Health/Dental/Life Insurance, Retirement Plans, office space, equipment & office supply expense, UI insurance, Worker's Compensation, overtime pay, administrative costs) | | |
| Hours per year**: | 2,080 | 480 |
| Total annual labor cost: | \$57,720.00 | \$16,800.00 |

*Source: Virtual Assistant Networking Association • Remember, with a Virtual Assistant, you only pay for the task at hand!

You can see the difference based the lower end of the spectrum = over \$40,000 per year!

Rates and Payment Plans

1. Select from one of three service plans based on your needs.
2. Receive your invoice by electronic mail.
3. Payments accepted via Visa/MasterCard or Check.

Hourly Rate Plan

\$30-\$95 per hour
No Commitment
50% Deposit
One-Hour Minimum

Project Rate Plan

Flat Fee
No Long Term Commitment
50% Deposit

Retainer Plan

Up to 15% Savings
Annual Commitment
Monthly Invoicing

Which plan is right for me?

• **Hourly Rate Plan:** Ideal for clients needing occasional help on projects such as spreadsheet creation, data entry, word processing, travel arrangements, creation of marketing materials, etc.

• **Project Rate Plan:** Ideal for one time projects such as business plans, new business bookkeeping set up, website designs, desktop publishing projects such as brochure or business card designs.

• **Retainer Plan:** A discount is offered for clients who choose this option. This option is ideal for clients who need regular, long-term creative and administrative support. In addition to the hourly rate savings, you will be guaranteed a pre-determined number of service hours each month. Otherwise, the hourly services are offered on a first come, first served basis. **Monthly retainer hours are available in 4-hour increments with an 8-hour monthly minimum. Full payment required in advance of monthly services. Unused hours will not carry over into the following month.)*

Additional Charges

Additional charges include, but are not limited to:

- I. Mileage, which will be charged at \$.40/mile
- II. Printing fees
- III. Office supplies, such as specialty papers and report covers
- IV. Late payment fees
- V. Rush service fees

**Rates and fees subject to change at any time. Client will be notified in advance.*