**My Home Office** Virtual Services can save a business so much money, the savings will more than pay for themselves within the first year. Here's an example of cost savings:

# We help business save money and grow.

### **COST COMPARISON**

COST COMPARISON	Full-time Employee	Virtual Assistant
Hourl <mark>y Rate of</mark> Pay	\$20.00	\$35.00
Fring <mark>e</mark> Benef <mark>its</mark> @ 35%	\$7.00	None
(Health/Dental/ Life Insurance, Retirement Plans)		
Overhead Rate @ 50% (Office Space, Equipment & Office Supply Expense, UI In- surance, Worker's Compensation, Overtime Pay, Administration Costs)	\$10.00	None
Total Effective Rate of Pay	\$37.00	\$35.00
<u>**Hours Per</u> <u>Year</u>	2,080 hrs	480 hrs
TOTAL Annual Labor Cost	\$76,960.00	\$16,800.00

CONTACT A REPRESENTATIVE TODAY: Call (602) 505-5362 or e-mail us at myhomeofficephoenix@gmail.com



### My Home Office Virtual Business Services

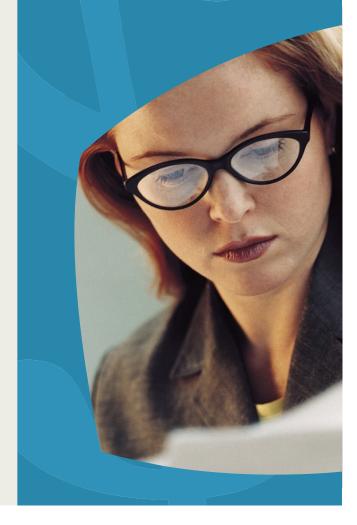
Principal Office Phoenix, AZ, USA

(602) 505-5362 www/myhomeoffice.my-free.website



My Home Office Virtual Business Services

# Business Objectives. Intelligent Solutions.



- Administrative
- Accounting
- Marketing

- Talent/H. R. Services
- Payroll Services
- Business Analysis

**My Home Office** provides business service outsourcing in the virtual arena using cloud technology. Our services help you keep on top of your business and are designed to help businesses work more efficiently and thrive in todays competitive environment.

# **Comprehensive Virtual Business Services**

**ACCOUNTING SERVICES** 

Accounting is not an easy chore.

consists of record-

It takes up a lot of time since it

#### **ADMINISTRATIVE SERVICES**

Whether you need to enter data in Word or Excel, you lose time on such petty

tasks. Let's say that you are preparing a Power-Point presentation. You know what you're going to talk about, but you haven't assembled the actual slides yet. Fetching the data

and doing research is the hard part. But it's quite likely that you'll also spend a couple of hours doing the actual Power-Point slides themselves. A virtual assistant could do the slides for you and save you a few hours. If the topic isn't too complicated, a virtual assistant could even handle the research part.



virtual accountant. It's important to hire someone whom you can rely upon. Accounting is probably going to be the hardest task to give up to someone else. **My Home Office** provides bondable and trustworthy virtual accountants, our clients can save an additional few hours on Accounting every week.

### MARKETING

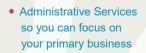
What could be better for your reputation than staying in touch with the latest developments in your industry? Think about it, you probably admire companies which post the latest news and industry developments on Twitter or Facebook. Guess how much time it would take for you to do it alone? Too much time. It's such an easy task for a virtual assistant. Any virtual assistant could get acquainted with your industry in a few hours max. With the help of our marketing services, you could have at least one news item every few days. This would do wonders for your reputation.

### **TALENT/HUMAN RESOURCES**

Spending too much time on payroll or handling employee problems or looking for the right talent? We can handle all of your talent searches and human resource issues.

### **BUSINESS ANALYSIS**

Looking for ways to cut waste and improve efficiency and profits? Our Business Analysts are typically hired to find ways to improve an organization's efficiency. They collect and analyze data about how a company works, then recommend changes that will decrease costs or boost revenue. It also reduces stress and allows more family time for our clients.



- Accounting Services allow you more time with your family, not doing bookkeeping
- Talent/Human Resources.to help you find and mange key employees
- Business Analysis to cut waste and help business' run efficiently
- Marketing to help you grow your business and attract more clients
- We will match or beat any competitors price, We guarantee it



My Home Office Virtual Business Services