

**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:

**CONTACT A REPRESENTATIVE TODAY:  
CALL (602) 505-5362 OR E-MAIL US AT  
MYHOMEOFFICEPHOENIX@GMAIL.COM**

**We help business save money and grow.**

**COST COMPARISON**

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



**My Home Office**  
Virtual Business Services

Principal Office  
Phoenix, AZ, USA

(602) 505-5362

[www/myhomeoffice.my-free.website](http://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 today's competitive environment.

## Comprehensive Virtual Business Services

### 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.



### ACCOUNTING SERVICES

Accounting is not an easy chore. It takes up a lot of time since it consists of recording bills, invoices, payments etc. If you hired a virtual assistant for this job, you would need to really trust them. You're going to be giving over your private information, such as passwords, to a 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.



- Administrative Services so you can focus on your primary business
- Accounting Services allow you more time with your family, not doing bookkeeping
- Talent/Human Resources to help you find and manage 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



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