

TYPES OF WORKING AGREEMENTS - VIRTUAL ASSISTANTS

Triple Delight offers the following working arrangements at this time:

Hourly Agreement: VA's normally charge an hourly rate for their services. For clients with occasional individualized job tasks they would like to outsource, the hourly contract can work fine.

Per-project Agreement: An **approximated cost** is determined for the project based on **estimated** time taken to complete. For a company that has specific projects needing a skilled VA in that area, this agreement may be the better choice. These can be for one time only projects or recurring projects.

Retainer Agreement: The VA has an agreement to work a predetermined number of hours over a specific period (e.g. three months) – usually at a discounted rate. The Retainer agreement is beneficial for a company that wants to establish a relationship with a particular VA to perform ongoing work involving a variety of job tasks; similar to a hired employee but with the advantages of a contract worker .

