



**Rates and Information**

Once your assessment is complete, we like to get a VA working for you as soon as possible. We match your needs with the skills and abilities of VAs who are registered with our company. Since VA's have differing levels of experience, rates can vary depending on how much training will be involved in getting them up to speed with your tasks.

General VA	General Administrative Support including, but not limited to: Reception, bookkeeping, research, appointment and contact management, mailings, etc...	\$25.00 P/H
Personal VA	Check voice mail, relay messages, check email, file/organize emails/contacts, make appointments/reservations and general online research.	\$25.00 P/H
Sales or Account Executive	Managing incoming calls, making cold/warm lead calls, and managing accounts for the purpose of sales and marketing a product or service.	\$30.00 P/H plus negotiated commissions
Real Estate VA	Specialized support for a Real Estate Agent including appt. scheduling, contact management, website updates, virtual tours, marketing and more. These VA's have field specific training to assist a real estate professional.	\$35-40 P/H
Transaction Coordination	Oversees the transaction of a property once it has entered escrow. Provides follow up on important documents and monitors deadlines important to the close of a sale. Includes Online Transaction Management software for paperless transactions.	\$300.00 per transaction \$100.00 deposit, balance due at close.
REO support	Manages REO properties from listing assignment to closing. Does not include offer management or reimbursements (available separately) Stand alone BPO's can be done for \$25.00/drive by, \$35.00/interior.	\$450.00 per listing. \$150.00 due with each of 3 phases: Pre-list, Listing, Closing

**Hourly rates are billed TO THE MINUTE so you pay for time on task only!**

***Creative VA Solutions***

888-826-9549 toll free

888-354-1086 fax

308-641-0209 cell