How to set up as a Virtual Assistant
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Pricing

setting hourly rates

Firstly, take the income goal that you would like to reach.

Desired monthly earnings	
Desired annual earnings	

Now note down any costs you have in your business and anticipated costs as your business grows.

Cost detail	Amount
Total monthly costs	
Total annual costs	

Now add the totals together and remember to allow for taxes.

It is a good idea to start allowing for tax charges from the beginning of your business journey. Of course, you should always take financial advice from an accountant, but if you begin by always allocating money for taxes, you will definitely be ready when the time comes to pay taxes. In this example, we will allow for 30% of your earnings to be put to one side for taxes.

Total annual earnings	+	Total annual costs	=	Minimum annual net income

Minimum annual net income	X	1.3 (to allow 30% for taxes)	=	Minimum annual gross income

So, let's add the profit to the calculations. I've used 20% as a guide here, but you can adjust this as necessary.

Minimum annual gross income	X	1.2 (To allow for 20% profit)	=	Total annual income

let's take this to make a monthly goal

Total annual income	/	10 (Number of months that you want to work)	=	Monthly income goal for the business.

Create some packages of similar tasks

Make some tiered packages.