Checklist for Hiring a Virtual Assistant

Before speaking with any Virtual Assistant make sure you have a good idea of what you need done, how frequently and how many hours (per week) you expect these tasks to take.

Services Offered

General questions to consider asking based on your needs:

- Typing Speed: _____
- What time zone they are in: _____
- Normal Office Hours: _____
- Typical Turnaround Time: _____
- Available after hours? If yes, is there an additional charge? _____
- How often do they bill? _____
- How are invoices submitted? _____
- Preferred Communication Style: _____

Questions Regarding Rates

- Standard Hourly Rate: _____
- What is their "Rush Charge"? _____
- Number of retainer hours paid upfront? _____
- What discounts, if any, are applicable for a higher number of hours per month: _____
- Do unused hours roll over from month to month? ☐ Yes ☐ No If yes, when do unused hours expire? _____
- Minimum time charge per task: ☐ By the minute ☐ 15 minutes ☐ 30 minutes ☐ One Hour ☐ Other: _____

Other Notes

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