



**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Telephone: (808) 587-4700  
e-mail: state.procurement.office@hawaii.gov  
http://spo.hawaii.gov

March 31, 2015

<p><b>TO:</b></p> <p>Executive Department/Agencies Department of Education (DOE) (Includes Charter Schools)</p> <p>Hawaii Health Systems Corporation (HHSC)</p> <p>Office of Hawaiian Affairs (OHA)</p> <p>University of Hawaii (UH)</p> <p>House of Representative (House)</p> <p>Senate</p> <p>Judiciary</p>	<p>City and County of Honolulu (C&amp;C of Honolulu)</p> <p>Honolulu City Council</p> <p>Honolulu Board of Water Supply</p> <p>Honolulu Authority For Rapid Transportation (HART)</p> <p>County of Hawaii</p> <p>Hawaii County Council</p> <p>County of Hawaii-Department of Water Supply</p> <p>County of Maui</p> <p>Maui County Council</p> <p>County of Maui-Department of Water Supply</p> <p>County of Kauai</p> <p>Kauai County Council</p> <p>County of Kauai-Department of Water</p>
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**FROM:** Sarah Allen  
Administrator

A handwritten signature in black ink, appearing to read "Sarah Allen", written over the typed name and title.

**SUBJECT: Change No. 3**  
SPO Price List Contract No. 14-04  
**Newspaper Publication – Kauai, Maui, Hawaii**  
Expires: March 31, 2017  
**IFB-14-003-KMH**

The following changes are made to the price list contract:

- Extend contract term through March 31, 2017.
- New pricing for The Maui News, West Hawaii Today, Hawaii Tribune-Herald and The Garden Island effective April 1, 2015 to March 31, 2017.
- Tritia Cruz is the new point of contact for the Judiciary.

The current contract incorporating Change No. 3 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor Lists Contracts* at the home page.

If you have any questions, please contact Stanton Mato at (808) 586-0566 or email [stanton.d.mato@hawaii.gov](mailto:stanton.d.mato@hawaii.gov).

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Price List Contract No. 14-04**  
Replaces SPO PL Contract No. 10-06  
Includes Change No. 3  
Revised March 31, 2015

**Newspaper Publication – Kauai, Maui, Hawaii**  
IFB-14-003-KMH

April 1, 2014 to March 31, 2017

(The Maui News, The Garden Island, West Hawaii Today, Hawaii Tribune-Herald)

**GENERAL INFORMATION.** This price list contract is issued on behalf of the State Comptroller, pursuant to HRS §1-28.5 shall determine a publication for all government agencies to enable the public to go one source of publication for published public notice on each island. As defined in HRS, “governmental agency” means each department, board, commission, or officer of the State or any of its political subdivisions.

This contract is for publication of legal, classified/employment and retail/display ads. Consequently, when a governmental agency decides to publish a public notice, employment ad or any other ad in the newspaper, they shall publish their notice or ad in the newspaper listed as the primary contractor for Kauai, Maui, Hawaii (West) and Hawaii (East).

**PARTICIPATING JURISDICTIONS** listed below are required to utilize this price list contract and place their notices and ads in the primary newspaper for the islands of Kauai, Maui, Hawaii (West) and Hawaii (East).

- |   |  |
|---|--|
| ●Executive Departments/Agencies                 | ●C&C of Honolulu                             |
| ●DOE  | ●Honolulu City Council                       |
| (Includes Charter Schools)                      | ●Honolulu Board of Water Supply              |
| ●HHSC   | ●HART  |
| (Includes Regional System Boards and Hospitals) | ●County of Hawaii                            |
| ●OHA  | ●Hawaii County Council                       |
| ●UH   | ●County of Hawaii-Department of Water Supply |
| ●House  | ●County of Maui                              |
| ●Senate   | ●Maui County Council                         |
| ●Judiciary                                      | ●County of Maui-Department of Water Supply   |
|   | ●County of Kauai                             |
|   | ●Kauai County Council                        |
|   | ●County of Kauai-Department of Water         |

**EXCEPTION TO THE PRICE LIST CONTRACT.** An exception may be granted when the price list contract does not meet the purchasing agency’s needs. For this purpose, Executive Branch Department Heads (or as delegated by the department head) are granted the authority to make the exception approval. This procedure will allow departments to make their own determination when not practicable or advantageous to use the contract vendor(s).

All approvals shall be made prior to purchase. Purchases made after-the-fact, without prior approval, shall be processed as procurement violations through form SPO-016.

Executive departments and participating jurisdictions may use form SPO-005, *SPO Price or Vendor List Contract Exception* as a template to record and file requests. Form SPO-005 may be edited to meet specific department needs. SPO forms are available on the SPO website at <http://spo.hawaii.gov>. Click on *Forms* at the home page.

When the price list contract is not used, HRS chapter 103D and the procurement rules apply to purchases by using the applicable method of procurement and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources is at the discretion of the participating jurisdiction.

**POINT OF CONTACT.** Questions regarding the services listed, ordering, pricing and status should be directed to the contractor(s).

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Telephone	Fax	E-mail
Executive	Stanton Mato	586-0566	586-0570	<a href="mailto:stanton.d.mato@hawaii.gov">stanton.d.mato@hawaii.gov</a>
DOE (Includes Charter Schools)	Procurement Staff	675-0130	675-0133	<a href="mailto:doeprocure@notes.k12.hi.us">doeprocure@notes.k12.hi.us</a>
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	<a href="mailto:phylliso@oha.org">phylliso@oha.org</a>
HHSC (Includes Regional System Boards and Hospitals)	Joe Evanoff	733-4168	733-4460	<a href="mailto:jevanoff@hhsc.org">jevanoff@hhsc.org</a>
UH	Matthew Chow (Primary)	956-2765	956-2096	<a href="mailto:chowmatt@hawaii.edu">chowmatt@hawaii.edu</a>
	Karlee Hisashima	956-8687	956-2093	<a href="mailto:karlee@hawaii.edu">karlee@hawaii.edu</a>
House	Brian Takeshita	586-6423	586-6401	<a href="mailto:takeshita@capitol.hawaii.gov">takeshita@capitol.hawaii.gov</a>
Senate	Carol Taniguchi	586-6720	586-6719	<a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a>
Judiciary	Tritia Cruz	538-5805	538-5802	<a href="mailto:tritia.l.cruz@courts.state.hi.us">tritia.l.cruz@courts.state.hi.us</a>
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	<a href="mailto:bfspurchasing@honolulu.gov">bfspurchasing@honolulu.gov</a>
Honolulu City Council	Clayton Wong	768-5084	768-5011	<a href="mailto:cwong@honolulu.gov">cwong@honolulu.gov</a>
Honolulu Board of Water Supply	Vicki Kitajima	748-5151	550-9193	<a href="mailto:vkitajima@hbws.org">vkitajima@hbws.org</a>
HART	Nicole Chapman	768-6135	768-5110	<a href="mailto:nchapman@honolulu.gov">nchapman@honolulu.gov</a>
County of Hawaii	Jeffrey Dansdill	961-8440	961-8248	<a href="mailto:jdansdill@co.hawaii.hi.us">jdansdill@co.hawaii.hi.us</a>
Hawaii County Council	Jeffrey Dansdill	961-8440	961-8248	<a href="mailto:jdansdill@co.hawaii.hi.us">jdansdill@co.hawaii.hi.us</a>
County of Hawaii-Department of Water Supply	Ka'iulani L. Matsumoto	961-8050 ext 224	961-8657	<a href="mailto:kmatsumoto@hawaiidws.org">kmatsumoto@hawaiidws.org</a>
County of Maui	Greg King	249-2403 x30	249-0839	<a href="mailto:greg.king@co.maui.hi.us">greg.king@co.maui.hi.us</a>
Maui County Council	Ross Izumigawa	270-7661	270-7686	<a href="mailto:ross.izumigawa@mauicounty.us">ross.izumigawa@mauicounty.us</a>

Jurisdiction	Name	Telephone	Fax	E-mail
County of Maui- Department of Water Supply	Kenneth L. Bissen Holly Perdido	270-7684 270-7684	270-7136 270-7136	<a href="mailto:ken.bissen@co.maui.hi.us">ken.bissen@co.maui.hi.us</a> <a href="mailto:holly.perdido@co.maui.hi.us">holly.perdido@co.maui.hi.us</a>
County of Kauai	Florence Kakuda	241-4294	241-6297	<a href="mailto:fkakuda@kauai.gov">fkakuda@kauai.gov</a>
Kauai County Council	Lisa Ishibashi Scott Sato	241-4820 241-4810	241-6349 241-6349	<a href="mailto:lishibashi@kauai.gov">lishibashi@kauai.gov</a> <a href="mailto:ssato@kauai.gov">ssato@kauai.gov</a>
County of Kauai- Department of Water	Fay Tateishi	245-5423	245-5813	<a href="mailto:ftateishi@kauaiwater.org">ftateishi@kauaiwater.org</a>

**USE OF PRICE & VENDOR LIST CONTRACTS BY NONPROFIT ORGANIZATIONS.** Pursuant to HRS §103D-804, nonprofit organizations with current purchase of service contracts (HRS chapter 103F) have been invited to participate in the SPO price & vendor list contracts.

A listing of these nonprofit organizations is available at the SPO website: <http://spo.hawaii.gov>. Click on *For Vendors > Non Profits > Cooperative Purchasing Program > View the list of qualifying nonprofits eligible to participate in cooperative purchasing.*

If a nonprofit wishes to purchase from a SPO price or vendor list contract, the nonprofit must obtain approval from each Contractor, i.e., participation must be mutually agreed upon. A Contractor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and Contractor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a SPO price or vendor list Contractor(s).

**APPROVED NEWSPAPER CONTRACTORS LISTED ON THIS PRICE LIST CONTRACT:**

Island	Newspaper
Oahu Publications - Kauai	The Garden Island
Maui Publishing Company - Maui	The Maui News
Oahu Publications - Hilo - East Hawaii	Hawaii Tribune-Herald
Oahu Publications - Kona -West Hawaii	West Hawaii Today

Governmental agencies may choose to place an additional notice or ad to run concurrently in another newspaper to reach a wider circulation. Agencies shall use the applicable procurement method and its procedures, such as small purchase procurement to obtain quotes from any available newspaper publication that will meet your agency public notice requirements.

**PLACING OF ORDERS** must be per the required deadlines for each newspaper. See each Contractor information sheet.

Governmental agencies may submit documents at minimum in MS Word, PDF or tif formats. Agencies shall check with individual publications for other available formats as needed.

**Transmittal/Order Form** for The Garden Island, The Maui News, West Hawaii Today and The Hawaii Tribune-Herald should be completed and emailed or fax to the publisher. The forms are available on the last three pages of this price list contract.

**OTHER SERVICES.** Refer to each publication's information sheet for pricing availability for other services such as color notices, notices or ads in affiliate mailers and on-line (Internet) notices.

**INTERNET POSTING.** On-line notices are an additional, optional service. Notices shall be posted on the Internet on the same day and/or first day it is published in the newspaper. Contractor shall provide universal page format, i.e. Adobe Acrobat and/or PDF with an associated hyperlink for a downloadable universal, readable version.

**AFFILIATED MAILERS.** Notices or ads placed in affiliated mailers will be an additional, optional service. Notices or ads will be run in the closest available publish date of the affiliated mailer to the notice or ad date of the newspaper publication.

**PROOF.** When proofs are requested by a governmental agency, Contractor shall first proofread and make necessary corrections, then submit a proof of the notice to the governmental agency. A second proof may be required if the first proof is extensively edited by the governmental agency. If a proof is required, State shall approve proof before an authorizing pCard charge.

**CONFIRMATION NOTICE.** Contractor shall provide confirmation of an order by e-mail or fax. Contractor shall proof all work. Any errors or delays to the scheduled publication date, due to Contractor error, shall be corrected and printed in a timely manner satisfactory to the agency or a full credit shall be issued. Contractor shall immediately notify the agency by phone and confirm via fax or e-mail to any delays to the scheduled publication date(s) due to Contractor error.

**AFFIDAVIT OF PUBLICATION** for each notice shall be sent to the ordering governmental agency at no additional cost. Affidavit shall be mailed within seven (7) calendar days of last day of publication. A clipping of the notice or ad shall be submitted with the affidavit. Or as necessary, a tear sheet shall be attached to each affidavit. Cost for additional copies of the affidavit will apply.

**UNIT PRICES** include delivery to destination and all other costs EXCEPT the State General Excise Tax, currently 4.5% for sales on Oahu, and 4.0% for sales on the neighbor islands, if applicable. Governmental agencies are advised to add tax amount to their purchase order total.

**VENDOR CODES** for annotation on purchase orders are obtainable from the *Alphabetical Vendor Edit Table Report* available at your department's fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.

**COMPLIANCE.** Prior to awarding a contract, the SPO verified compliance of the Contractor with all laws governing entities doing business in the State pursuant to HRS §103D-310(c), and SPO will monitor compliance throughout the term of the contract via *Hawaii Compliance Express (HCE)*. Therefore, purchasing agencies are not required to verify vendor compliance prior to utilizing a SPO Price or Vendor List Contract.

**PURCHASING CARD (pCard).** The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/agencies, excluding DOE, OHA, UH and HHSC for orders totaling less than \$2,500. For purchases \$2,500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

**PURCHASE ORDERS** may be issued for purchases \$2,500 or more, and for Contractors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or charge its customers a transaction fee for the usage.

**SPO PL CONTRACT NO. 14-04** shall be typed on purchase orders issued against this price list contract. For pCard purchases, the *SPO PL Contract No. 14-04* shall be notated on the appropriate transaction document.

**PAYMENTS** are to be made to the Contractor(s) remittance address. HRS §103-10 provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. Payments may also be made via pCard.

**VENDOR AND PRODUCT EVALUATION** form SPO-012, for the purpose of addressing concerns on this price list contract is available to the agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page.

**PRICE OR VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET** at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor Lists Contracts* on the home page.

**ISLAND OF MAUI**

**Primary Contractor:** Maui Publishing Co., Limited

**Name of Newspaper:** The Maui News  
**Frequency of Publication:** Daily (Monday through Sunday, morning paper)

**Column Width:** Legal – 1.020”  
 Retail – 1.500”  
 Classified – 1.020”

**Pricing:** April 1, 2015 to March 31, 2017

**Minimum Size:** One column inch

Prices based on one column width/1 inch height:

Type of Ad	Monday – Friday	Saturday	Sunday
Legal Ad with or w/o graphics	\$12.75	\$12.75	\$12.75
Retail Ad with or w/o graphics	\$19.10	\$19.10	\$19.10
Classified Ad with or w/o graphics	\$12.75	\$12.75	\$12.75

**Affidavit charges:** No charge for first affidavit; \$10.00 per additional

**Issue PO & Remittance To:** Maui Publishing Company, Limited  
 P.O. Box 550  
 Wailuku, HI 96793

**Contacts:**

To place a classified or legal ad or for ad quotes, contact:  
 Terri Yip-Komoda, Classified Advertising Sales Representative  
 Ph. (808) 242-6333/Fax: (808) 242-6389/Email: [tykomoda@mauinews.com](mailto:tykomoda@mauinews.com) or e-mail: [class@mauinews.com](mailto:class@mauinews.com)

To place a retail ad or for ad quotes, contact:  
 Kristin Kuniyoshi, Retail Advertising Sales Representative  
 Ph. (808) 242-6316/Fax: (808) 242-6390/Email: [kkuniyoshi@mauinews.com](mailto:kkuniyoshi@mauinews.com) or e-mail: [adsales@mauinews.com](mailto:adsales@mauinews.com)

To contact the managing supervisor, contact:  
 Karen Saka, Advertising Manager  
 Ph. (808) 242-6352/Fax: (808) 242-6390/Email: [ksaka@mauinews.com](mailto:ksaka@mauinews.com)

For urgent jobs: (808) 242-6367, Rhonda Kurohara

**Deadlines for Submission:**

Classified Display:	Classified Legal Ads:	Retail Ads:
No proof-2 business days prior to publication, 2 p.m.	2 business days prior to publication, 2 p.m.	4 business days prior to publication, 9 a.m.; except for Sunday, which is 5 business days prior to publication
Proof-4 business days prior to publication, 2 p.m.		
Deadlines are advanced before holidays observed by The Maui News. Call your sales rep for details.		

**Other services:**

Price for 1-color – \$10.00 pci for retail, \$8.00 pci for legal/classified.  
 Price for 2-color – \$10.00 pci for retail, \$8.00 pci for legal/classified  
 Price for multi-color – \$10.00 pci retail/\$8 pci for retail, \$8.00 pci for legal/classified.  
 Price for cancelled ads in which proofs were made: 20% of total ad cost.  
 Price to run affiliated mailers (Shopper): Varies, call sales rep for details.  
 Online ads: Call sales rep for details.

Include all applicable taxes, except the GET, currently 4.0% for all sales made on the island Maui. The GET may be added to the invoice as a separate line item and shall not exceed the current rate for that island.

**ISLAND OF HAWAII (WEST) – KONA**

**Primary Contractor:** Oahu Publications, Inc.  
**Name of Newspaper:** West Hawaii Today  
**Frequency of Publication:** Daily (Monday through Sunday, morning paper)  
**Column Width:** Legal – 0.895"                      Font Size: 7.5  
Retail – 1.513"                      Leading Size: 7.5  
Classified – 0.895"                      Set Width: 6.5  
**Pricing:** April 1, 2015 to March 31, 2017  
**Minimum Size:** One column inch  
Prices based on one column width/1 inch height:

Type of Ad	Monday – Friday	Saturday	Sunday
Legal Ad with or w/o graphics	\$11.25	\$11.25	\$11.70
Retail Ad with or w/o graphics	\$11.19	\$11.19	\$12.18
Classified Ad with or w/o graphics	\$12.35	\$12.35	\$13.43

**Affidavit charges:** No charge for first affidavit; \$10.00 per additional affidavit.

**Issue PO & Remittance To:** Oahu Publications, Inc.  
500 Ala Moana Boulevard, Suite 7-500  
Honolulu, Hawaii 96813

**Contacts:**

Name: Lisa Kaukani, Account Executive                      Name: Rose Rosales, Account Executive  
Phone: (808) 529-4344                      Phone: (808) 529-4825  
Fax: (808) 529-4829                      Fax: (808) 529-4829  
Email: [lkaukani@staradvertiser.com](mailto:lkaukani@staradvertiser.com)                      Email: [rrosales@staradvertiser.com](mailto:rrosales@staradvertiser.com)

For urgent jobs: (808) 348-7158

Deadlines for Submission:							
Deadline for submission of advertising order and materials is 4 working days prior to the date of publication. Weekends and holidays are not working days. Pickup ads for the Westside weekly will run in the next available Tuesday.							
<b>Day of pub</b>	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Deadline Noon</b>	Tues	Wed	Thurs	Fri	Mon	Tues	Tues

**Other services:** Price for 1-color - \$405.00  
Price for 2-color – \$405.00  
Price for multi-color –\$405.00  
Price for cancelled ads in which proofs were made – 50% of the cost of the ad  
Price to run in affiliated mailers (shopper) – U ad w/no changes \$2.00 pci + color if applicable  
Internet advertising - \$15 per thousand online impressions.  
Legal Ads requiring anything beyond a basic logo, default font type, basic design - \$11.20 per column inch Monday through Saturday and \$12.20 per column inch for Sunday.

Include all applicable taxes, except the GET, currently 4.0% for all sales made on the island of Hawaii. The GET may be added to the invoice as a separate line item and shall not exceed the current rate for that island.



**ISLAND OF HAWAII (EAST) – HILO**

**Primary Contractor:** Oahu Publications, Inc.  
**Name of Newspaper:** Hawaii Tribune-Herald  
**Frequency of Publication:** Daily (Monday through Sunday, morning paper)  
**Column Width:** Legal – 0.895” Font Size: 7.5  
 Retail– 1.513” Leading Size: 7.5  
 Classified – 0.895” Set Width: 6.5  
**Pricing:** April 1, 2015 to March 31, 2017  
**Minimum Size:** One column inch

Prices based on one column width/1 inch height:

<b>Type of Ad</b>	<b>Monday – Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Legal Ad with or w/o graphics	\$15.18	\$15.18	\$15.46
Retail Ad with or w/o graphics	\$14.75	\$14.75	\$15.00
Classified Ad with or w/o graphics	\$16.12	\$16.28	\$16.55

**Affidavit charges:** No charge for first affidavit; \$10.00 per additional affidavit.

**Issue PO & Remittance To:** Oahu Publications, Inc.  
 500 Ala Moana Boulevard, Suite 7-500  
 Honolulu, Hawaii 96813

**Contacts:**  
 Name: Lisa Kaukani, Account Executive      Name: Rose Rosales, Account Executive  
 Phone: (808) 529-4344                            Phone: (808) 529-4825  
 Fax: (808) 529-4829                             Fax: (808) 529-4829  
 Email: [lkaukani@staradvertiser.com](mailto:lkaukani@staradvertiser.com)      Email: [rrosales@staradvertiser.com](mailto:rrosales@staradvertiser.com)

For urgent jobs: (808) 348-7158

<u>Deadlines for Submission:</u>							
Deadline for submission of advertising order and materials is 4 working days prior to the date of publication. Weekends and holidays are not working days. Pickup ads for the Kama’aina Shopper will run in the next available Wednesday.							
<b>Day of pub</b>	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Deadline Noon</b>	Tues	Wed	Thurs	Fri	Mon	Tues	Tues

**Other services:** Price for 1-color – \$400.00\*  
 Price for 2-color – \$400.00  
 Price for multi-color – \$400.00  
 Price for cancelled ads in which proofs were made – 50% of the cost of the ad  
 Price to run in affiliated mailers (shopper) – U ad w/no changes \$2.70 pci + color if applicable  
 Internet banner advertising – \$15.00 per thousand online impressions  
 Other Internet Services available @ rate card pricing

Include all applicable taxes, except the GET, currently 4.0% for all sales made on the islands of Hawaii. The GET may be added to the invoice as a separate line item and shall not exceed the current rate for that island.

**ISLAND OF KAUAI**

**Primary Contractor:** Oahu Publications, Inc.  
**Name of Newspaper:** The Garden Island  
**Frequency of Publication:** Daily except Saturday  
**Pricing:** April 1, 2015 to March 31, 2017  
**Column Width:** Legal – 0.895”  
 Retail – 1.513”  
 Classified – 0.895”  
**Minimum Size:** One column inch

Prices based on one column width/1 inch height:

Type of Ad	Monday – Friday	Saturday	Sunday
Legal Ad with or w/o graphics	\$12.50		\$12.50
Retail Ad with or w/o graphics	\$15.50		\$15.50
Classified Ad with or w/o graphics	\$12.50		\$12.50

**Affidavit charges:** No charge for first affidavit, \$27.00 per additional affidavit.

**Issue PO & Remittance To:** Oahu Publications, Inc.  
 500 Ala Moana Boulevard, Suite 7-500  
 Honolulu, Hawaii 96813

**Contacts:**

Name: Lisa Kaukani, Account Executive  
 Phone: (808) 529-4344  
 Fax: (808) 529-4829  
 Email: [lkaukani@staradvertiser.com](mailto:lkaukani@staradvertiser.com)

Name: Rose Rosales, Account Executive  
 Phone: (808) 529-4825  
 Fax: (808) 529-4829  
 Email: [rosales@staradvertiser.com](mailto:rosales@staradvertiser.com)

For urgent jobs: (808) 348-7158

Deadlines for Submission:							
Minimum number of working days: four days for ads. Deadline 10:00 a.m.							
Day of pub	Sun	Mon	Tue	Wed	Thur	Friday	Saturday
Deadline	Wed 11am	Wed Noon	Thur Noon	Fri Noon	Mon Noon	Tue Noon	N/A

**Other services:** Price for 1-color - \$170.00  
 Price for 2-color – \$265.00  
 Price for multi-color –\$305.00  
 Price for cancelled ads in which proofs were made – \$0.00  
 Price to run in affiliated mailers (Kauai Midweek) –\$19.00  
 Additional cost to place ad on-line (Internet) – \$0.00

Include all applicable taxes, except the GET, currently 4.0% for all sales made on the island of Kauai. The GET may be added to the invoice as a separate line item and shall not exceed the current rate for that island.

**TRANSMITTAL / ORDER FORM**

**FOR**

**THE GARDEN ISLAND**

**THE MAUI NEWS**

**WEST HAWAII TODAY**

**HAWAII TRIBUNE-HERALD**

**STATE OF HAWAII  
PUBLICATION OF PUBLIC NOTICES  
TRANSMITTAL / ORDER FORM**

Submit your request by fax: 808 529-4829, email: [legals@staradvertiser.com](mailto:legals@staradvertiser.com)  
or hand deliver to: Honolulu Star-Advertiser, 500 Ala Moana Blvd, Tower 7,  
Suite 500, Honolulu, HI 96813 ATTN: Legal Department  
Phone # 808 529-4344

**\*Please be sure to submit three (3) business days prior to date of publication.**

Date: \_\_\_\_\_

TO:  The Garden Island PO# \_\_\_\_\_

FROM: Ordering Dept./Agency \_\_\_\_\_

Street Address: \_\_\_\_\_

Contact Person (handling notice) \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**ORDER INFORMATION**

1) Date(s) of Publication: \_\_\_\_\_

2) Type of Notice:  Legal  Classified  Retail

3) Method of submitting notice:  Fax  Hand Delivery  E-mail

4) Number of Affidavit(s) of Publication required: \_\_\_\_\_

5) Billing address (if different from above): \_\_\_\_\_

Contact Person (handling the bill) \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

6) Payment Method:  Purchasing/Credit Card No. \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_ Security Code: \_\_\_\_\_

Name on card: \_\_\_\_\_

Bill to Account No. \_\_\_\_\_

Other: \_\_\_\_\_

7) Dept./Agency reference no. (if required) \_\_\_\_\_

STATE OF HAWAII  
PUBLIC AND PROCUREMENT NOTICES  
TRANSMITTAL / ORDER FORM FOR THE MAUI NEWS

Date: \_\_\_\_\_

TO:       The Maui News       Fax No. 808 242-6389       Email: [legals@mauinews.com](mailto:legals@mauinews.com)

FROM:    Ordering Dept./Agency/Other \_\_\_\_\_

Street Address: \_\_\_\_\_

Contact Person (handling the notice): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_



**ORDER INFORMATION**

1. Date(s) of publication: \_\_\_\_\_

2. Type of Notice:            Legal            Classified            Retail

3. Method of submitting notice:        FAX        Email

4. Number of affidavit(s) of publication required: \_\_\_\_\_ (First affidavit is inclusive, each additional is \$10 plus tax.)  
*(Please request at the time of ad placement.)*

5. Proofs are requested:            Yes            No

6. Billing address (if different from above): \_\_\_\_\_

\_\_\_\_\_

Contact person (handling the billing): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

7. Other payment method:

PCard No. \_\_\_\_\_ Exp. date: \_\_\_\_\_

On The Maui News Account No. \_\_\_\_\_

P.O. #: \_\_\_\_\_

8. Special Instructions: \_\_\_\_\_

**STATE OF HAWAII  
PUBLICATION OF PUBLIC NOTICES  
TRANSMITTAL / ORDER FORM**

Submit your request by fax: 808 529-4829, email: [legals@staradvertiser.com](mailto:legals@staradvertiser.com)  
or hand deliver to: Honolulu Star-Advertiser, 500 Ala Moana Blvd, Tower 7,  
Suite 500, Honolulu, HI 96813 ATTN: Legal Department  
Phone # 808 529-4344

**\*Please be sure to submit three (3) business days prior to date of publication.**

Date: \_\_\_\_\_

TO:  West Hawaii Today                      PO# \_\_\_\_\_  
 Hawaii Tribune Herald                      PO# \_\_\_\_\_

FROM: Ordering Dept./Agency \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Contact Person (handling notice) \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**ORDER INFORMATION**

1) Date(s) of Publication: \_\_\_\_\_

2) Type of Notice:             Legal                       Classified                       Retail

3) Method of submitting notice:             Fax                       Hand Delivery                       E-mail

4) Number of Affidavit(s) of Publication required: \_\_\_\_\_

5) Billing address (if different from above): \_\_\_\_\_  
Contact Person (handling the bill) \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

6) Payment Method:  Purchasing/Credit Card No. \_\_\_\_\_  
Expiration Date: \_\_\_\_/\_\_\_\_ Security Code: \_\_\_\_\_  
Name on card: \_\_\_\_\_  
 Bill to Account No. \_\_\_\_\_  
 Other: \_\_\_\_\_

7) Dept./Agency reference no. (if required) \_\_\_\_\_