

DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR
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ASSISTANT ADMINISTRATOR

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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Honolulu, Hawaii 96810-0119
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<http://spo.hawaii.gov>
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October 14, 2016

TO: Executive Departments/Agencies City and County of Honolulu
 Department of Education Honolulu City Council
 (Includes Charter Schools) Honolulu Board of Water Supply
 Hawaii Health Systems Corporation Honolulu Authority for Rapid Transportation
 Office of Hawaiian Affairs County of Hawaii
 University of Hawaii Hawaii County Council
 House of Representatives County of Hawaii – Department of Water Supply
 Senate County of Maui
 Judiciary Maui County Council
 County of Maui – Department of Water Supply
 County of Kauai
 Kauai County Council
 County of Kauai – Department of Water

FROM: for Sarah Allen, Administrator *MS*

SUBJECT: **Change No. 5**
 SPO Price List Contract No. 14-04
 NEWSPAPER PUBLICATION – KAUAI, MAUI, HAWAII
 IFB-14-003-KMH
 Expires: March 31, 2017

The following change has been made to the price list contract effective April 25, 2016:

The *Compliance* section on page 4 is replaced with:

COMPLIANCE PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Price List Contract No. 14-04. *No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this contract.*

The current price list contract incorporating Change No. 5 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

If you have any questions, please contact Stanton Mato at (808) 586-0566 or email 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. 5
Effective: 04/25/2016

Newspaper Publication – Kauai, Maui, Hawaii

(IFB-14-003-KMH - The Maui News, The Garden Island, West Hawaii Today,
Hawaii Tribune-Herald)
April 1, 2014 to March 31, 2017

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	City and County of Honolulu
Department of Education (DOE)	Honolulu City Council
(Includes Charter Schools)	Honolulu Board of Water Supply
Hawaii Health Systems Corporation	Honolulu Authority for Rapid Transportation
Office of Hawaiian Affairs	County of Hawaii
University of Hawaii	Hawaii County Council
House of Representatives	County of Hawaii – Department of Water Supply
Senate	County of Maui
Judiciary	Maui County Council
	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	stanton.d.mato@hawaii.gov
DOE (Includes Charter Schools)	Procurement Staff	675-0130	675-0133	doeprocare@notes.k12.hi.us
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.org
HHSC	Joe Evanoff	733-4168	733-4460	jevanoff@hhsc.org
UH	Matthew Chow (Primary)	956-2765	956-2096	chowmatt@hawaii.edu
	Karlee Hisashima	956-8687	956-2093	karlee@hawaii.edu
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.state.hi.us
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	bfspurchasing@honolulu.gov
Honolulu City Council	Clayton Wong	768-5084	768-5011	cwong@honolulu.gov
Honolulu Board of Water Supply	Vicki Kitajima	748-5151	550-9193	vkitajima@hbws.org
HART	Nicole Chapman	768-6135	768-5110	nchapman@honolulu.gov
County of Hawaii	Jeffrey Dansdill	961-8440	961-8248	jdansdill@co.hawaii.hi.us
Hawaii County Council	Jeffrey Dansdill	961-8440	961-8248	jdansdill@co.hawaii.hi.us
County of Hawaii- Department of Water Supply	Ka'iulani L. Matsumoto	961-8050 ext 224	961-8657	kmatsumoto@hawaiidws.org
County of Maui	Greg King	249-2403 x30	249-0839	greg.king@co.maui.hi.us
Maui County Council	Ross Izumigawa	270-7661	270-7686	ross.izumigawa@mauicounty.us

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	ken.bissen@co.maui.hi.us holly.perdido@co.maui.hi.us
County of Kauai	Ernie Barreira	241-4295	241-6297	ebarreira@kauai.gov
Kauai County Council	Lisa Ishibashi Scott Sato	241-4820 241-4810	241-6349 241-6349	lishibashi@kauai.gov ssato@kauai.gov
County of Kauai- Department of Water	Fay Tateishi	245-5423	245-5813	ftateishi@kauaiwater.org

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 PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Price List Contract No. 14-04. *No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this 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 or e-mail: 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 or e-mail: 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

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 of 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 Email: 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 Westside weekly will run in the next available Tuesday.							
Day of pub	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Deadline Noon	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:

Type of Ad	Monday – Friday	Saturday	Sunday
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 Email: 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 Kama’aina Shopper will run in the next available Wednesday.							
Day of pub	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Deadline Noon	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

Name: Rose Rosales, Account Executive
 Phone: (808) 529-4825
 Fax: (808) 529-4829
 Email: rrosales@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
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
PUBLICATION OF PUBLIC NOTICES
TRANSMITTAL / ORDER FORM**

Submit your request by fax: 808 529-4829, email: 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) _____