

# Suka Pacific LLC Info Sheet

(Subject to change without notice)

6 pages updated 1/09/2022

## 1. MAIL FORWARDING SERVICE (MF):

When ordering online and the online vendor doesn't ship to your location, we provide a U.S. mailing address in Hawaii, USA for you to use. Once we receive your package(s), we will repack, consolidate or reinforce your packages, create your custom forms, pay the postage and forward to your P.O Box #.

### Shipping address

"YOUR NAME  
HERE"

c/o Suka Pacific  
67-152 Kanoulu St.  
Waialua, HI 96791  
PH (808)829-7416

*(Always let us know to expect packages and send us a copy of <sup>3</sup>invoices after shopping. Before ordering, please read about <sup>^</sup>Hazardous Materials in the End Notes on the last page)*

MF service fee <sup>1</sup>starts at \$25 + USPS shipping rate for 1 package up to 40lbs. Additional packages in the same order start at \$6.25 (max 5) requiring CP 72 - Customs Declaration Form in the same order. See <sup>2</sup>basic guideline we use to estimate cost. We can consolidate orders to decrease package numbers going out.

### **Other Services...**

## 2. PICK UP PACK MAIL SERVICE (PPM):

We pick up items you've sourced from any location on Oahu or order online for you, pack your item(s), and mail it directly to your P.O Box. The <sup>1</sup>cost for PPM service starts as low as \$35.00 + USPS shipping rate to pick up from one location. – Example pick up at Best Buy store, pack and ship.

When processing your own order directly with vendors on Oahu, please send a copy of your <sup>3</sup>invoice and list your pick-up person as

Catherine Murphy  
PH (808)829-7416  
Email: [sukapacific@gmail.com](mailto:sukapacific@gmail.com)

We can pick up from stores, shops, businesses, hotels, homes and most places you need our service.





### 3. PICK UP PACK FREIGHT (PPF)

We offer Air and Ocean Freight service for urgent or oversized items. Air Freight \*starts at \$275. Ocean Freight \*Starts at \$120. To get an estimate, please provide your package dimension and weight.

### 4. PRODUCT/VENDOR SOURCING

Do you know what you need, but don't know where to get it? We can help with that too. Sourcing rates are \$35/hour if we find what you need, free if we don't.

### 5. VENDOR OR BILL PAYMENT PROCESSING ON YOUR BEHALF

Deposit your funds to Suka Pacific account and we process payment to your vendors anywhere or hand cash to friends or family members on Oahu. This service is 3% on all transactions.

### 6. DIPLOMATIC/ DOCUMENT COURIER SERVICE

We offer courier service of diplomatic documents to the various consulates of the world located in Honolulu. This service is \$280 and includes receiving of documents/drop off/pick up/make payments & express mail postage for return.

Consulate processing fees are not included.



### 7. FREE RETURN SERVICE for Suka Pacific Clients

If you need to return an item to amazon regardless of how you received it, we will gladly help you return it without a service fee. Amazon requires a drop-off at UPS stores. We can help you with UPS drop-off at *no charge*. Just send us your item(s) with UPS return label and we will drop off for you within 24 hours of receiving.

## Payment Options

### 1. ACH transfers - electronic, bank-to-bank money transfers

For Bank of Guam **Bill Pay feature** or wire transfers from any bank set up your payee as Suka Pacific LLC

Bank: Aloha Pacific Federal Credit Union

Account Name: Suka Pacific LLC

Routing Number: 321379148

Account Number: 13000003009235

**For Person-to-Person Transfer** with Bank of Guam online email address is: catherinemurphy7@yahoo.com  
last 4 digits of account# 0382.

### 2. Paying By Cash or Check

Deposit Cash or checks at any Bank of Guam Branch.

Account Name: Catherine K Murphy

Account type savings: ending in 0382

Account address: 67-152 Kanoulu St. Waiialua, HI 96791

*\*If depositing check at Bank of Guam, check must be made payable to Catherine K. Murphy*

*Checks made payable to Suka Pacific LLC must be mailed to Suka Pacific LLC  
67-152 Kanoulu St. Waiialua, HI 96791*

### 3. PayPal or Venmo

For your convenience we also accept payment via PayPal or Venmo. Both charge a service fee of 2.9% +.30 per transaction. Clients are responsible for this fee. If using PayPal or Venmo please note your total on bottom of invoice.

Venmo Link: @sukapacific    PayPal link: paypal.me/sukapacific

## End Notes

<sup>1</sup>starting rates are not flat rates; we will revert to 10-15% percent of cost on PPM orders when dealing with higher volumes. Packing material required is not included in service fee. All estimates and quotes on shipping cost are subject to change based on actual cost for postage/freight and packaging at time of processing.

<sup>2</sup> Basic Guideline we use to calculate Suka Pacific Service fees.

Typical Service Fee Guideline	Mail Forwarding PPM Low Volume	PPM High Volume
First class mail 13oz or less (no custom form required)	\$5	\$35-\$74
Freight Ocean or Air (non-Hazmat)	\$75 per Trucking/Document	\$75 per Trucking/Document
USPS Ground - for bulky pkgs under 70lbs (non-hazmat)	\$40 per Trucking/Document	\$75 per Trucking/Document
USPS Priority - max 70lbs/pkg		
*1st Package <40 lbs.	\$25.00	\$35-75
*2nd Package <40 lbs.	\$6.25	\$6.25
*3rd Package <40 lbs.	\$6.25	\$6.25
*4th Package <40 lbs.	\$6.25	\$6.25
*5th Package <40 lbs.	\$6.25	\$6.25
*6th Package <40 lbs.	\$50.00	\$90.00
*7th Package <40 lbs.	\$6.25	\$6.25
*8th Package <40 lbs.	\$6.25	\$6.25
*9th Package <40 lbs.	\$6.25	\$6.25
*10th Package <40 lbs.	\$6.25	\$6.25

\*Additional \$0.50/pound over 40 lbs. max 59 lbs. at this rate.

\*Additional \$1.00/pound over 60 lbs. max70 lbs. at this rate.

Any item over 70lbs must be sent by Freight

To see postal rates visit USPS.com

### <sup>3</sup>Why does Suka Pacific need a copy of my shopping invoice?

- To be able to fill out CP 72- Customs Declaration Form required to ship to your location.
- To aide as an itemized checklist for receiving and package consolidation.
- To avoid added service fees for product value research. Product value research rate is \$25.00/hour with a minimum charge of 15-minute increments or a fraction thereof.

### Instructions and Tips on sending invoices:

- Send a copy of your shopping invoice(s) immediately after shopping to prevent delays in getting your package prepped for forwarding.

- We accept pdf copies of invoices or a list typed out providing **item description, quantity and value**. List can be typed on the body of email, attached as pdf., spreadsheet or word document.
- Mobile apps are not good for downloading your full invoices on vendor sites, use desktop or laptop.
- Avoid forwarding us your "order confirmations" if these don't show all products, values and quantities.
- If your order list is long, avoid forwarding multiple invoices on separate emails or 5 screen shots on messenger. We need to be able to print this list out. Kindly, collect all your data and consolidate to one email thread and one list so we can find everything easily and spend less time on consolidating your information more time consolidating your boxes.



**Sample of an easy peasy home made product value list**

Item/Description	Quantity	Price	Total
Apple iPhone Max pro deluxe	1	\$1,099.00	\$1,099.00
Apple iPhone Max pro deluxe Case	1	\$ 49.99	\$ 49.99
Apple iPhone Max pro deluxe screen	2	\$ 39.99	\$ 79.98
Apple iPhone Wall Adapter	1	\$ 19.00	\$ 19.00
		<b>Total</b>	<b>\$1,247.97</b>

^ **HAZARDOUS MATERIAL (Hazmat) or DANGEROUS GOODS (DG)**

Before your order hazmat or DG items, check with us if we are able to get these products to you within your timeline and budget requirements. Hazmat requires special handling. Common items that are non-mailable with USPS include flammable items like perfume or loose lithium ion batteries. We can still ship most DG via ocean or airfreight as cargo. Also see [usps.com](http://usps.com) for more info on Mailable Hazardous Materials.

**IS YOUR PACKAGE SAFE TO MAIL?**  
**You could be mailing hazardous materials and not even know it.**

Did you know that many common household items are dangerous to ship and are not permitted in the mail? Even items that are permitted in the mail can present a hazard if improperly packaged, due to vibration, temperature changes, and variations in atmospheric pressure.

USPS® is committed to keeping your mail safe. Log on and see if the item you wish to mail is permitted and learn more about how to prepare this type of mail safely.

**WARNING:** Persons who knowingly mail items or materials that are dangerous or injurious to life, health, or property in violation of 39 U.S.C. 3018 may be liable for a civil penalty of at least \$250, but not more than \$100,000 for each violation; the costs of any cleanup associated with each violation; and damages.

Visit [usps.com/ship/can-you-ship-it.htm](http://usps.com/ship/can-you-ship-it.htm) for more information.

UNITED STATES POSTAL SERVICE