



## INFO GUIDE

SUKA PACIFIC LLC  
67-160 KANOENA ST  
WAIALUA, HI 96791  
Email: [sukapacific@gmail.com](mailto:sukapacific@gmail.com)  
PH:808-829-7416

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## Suka Pacific LLC Info Guide

(Subject to change without notice)

9 pages updated 3/21/2025

### MAIL or PACKAGE FORWARDING SERVICE (MF)

When ordering online and the vendor doesn't ship to your location, we provide you with a U.S. mailing address in Hawaii. Once we receive your package(s), we will reinforce or consolidate them, create custom forms, pay postage, and deliver the package to a mailing or freight facility to be forwarded to your P.O. Box.

👉 Before ordering, please read about Hazardous Materials ^ in the END NOTES on page 9 of this info guide. Although we can help you with your Hazmat products, you should know the cost of handling and shipping these items.

### STEPS FOR MF SERVICE

#### Step 1:

- At checkout while online shopping list your shipping address as:

“YOUR NAME HERE”  
c/o Suka Pacific  
67-160 Kanoena St.  
Waialua, HI 96791  
PH (808)829-7416



#### Step 2:

- Email a copy of your commercial invoice to [sukapacific@gmail.com](mailto:sukapacific@gmail.com). This is MANDATORY, read more on page 8 of this info guide.
- Provide any additional instructions, including the name and address to which you want the package sent.
- When expecting more than one package, provide all tracking numbers as they become available to the same email thread as the commercial invoice.

MF service fee for packages starts at \$25 plus USPS shipping. Refer to page 7 for cost estimate guidelines. Orders received Sun-Fri are processed and dropped off at the post office throughout the week, but no later than Saturday. Please inform us if you have time-sensitive items that need urgent prioritization so we can accommodate them.

## PICK-UP PACK MAIL SERVICE (PPM)

We can pick up items you've purchased from any location on Oahu or we can order, pack, and mail them directly to your P.O. Box. Email [sukapacific@gmail.com](mailto:sukapacific@gmail.com) to let us know what you need.

The PPM service starts at \$40 plus USPS shipping for one location pick-up. For example, we can pick up from Napa Auto Parts and ship within 3-5 days based on product availability. We can pick up from stores, businesses, hotels, and homes. If your need is urgent, please inform us. Urgent PPM orders are prioritized and mailed within 24-48 hours, starting at \$70 plus postage and packing materials. When processing your order directly with vendors on Oahu, email us a copy of your invoice and list your pick-up person as:

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





## **PICK UP PACK FREIGHT SERVICE (PPF)**

We offer logistical agency for air and ocean freight services through freight forwarders and United Airlines. For a cost estimate, send an email to [sukapacific@gmail.com](mailto:sukapacific@gmail.com) with the cargo/package itemized description, dimension(s), weight(s), and hazmat status. Transportation costs fluctuate, therefore, cost estimates provided by Suka Pacific are subject to actual cost at the time of offering.

## **HONOLULU AIRPORT MEET-UPS**

We can meet you or a passenger you designate at the Honolulu Airport to drop off or pick up your packages during United Airlines arrival or departure times.

## **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 per quote, \$35 is credited to invoices with an actual purchase.

## **VENDOR OR BILL PAYMENT PROCESSING ON YOUR BEHALF**



Deposit your funds to the Suka Pacific Bank of Guam 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.

## DIPLOMATIC/ DOCUMENT COURIER SERVICE

We offer courier service for diplomatic documents to the various consulates of the world located in Honolulu. This service is \$290 and includes receiving documents/drop off/pick up/make payments & express mail postage to return documents. Consulate processing fees are not included in our service fee.



## 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 a UPS return label and we will drop it off for you within 24 hours of receiving it.

## SUMMARY OF PAYMENT OPTIONS

Details provided when invoiced

1. ACH Transfers - electronic bank-to-bank money transfers.
2. Deposit or Electronic transfer with Bank of Guam branches all over Micronesia.
3. PayPal or Venmo



## END NOTES

<sup>1</sup> Starting rates are not flat rates; we revert to 10-15% of the cost on higher volumes. Packing materials are not included in the handling fee. All estimates and quotes for shipping costs are subject to actual postage, freight, and packaging costs at the time of processing.

<sup>2</sup> The Cost Estimate Guideline for handling fees demonstrates how we generally calculate Suka Pacific handling fees. We tailor our services as we understand individual, and business needs to help reduce costs. This guideline is subject to change without notice and does not indicate the final cost of services.

### COST ESTIMATE GUIDELINE FOR HANDLING FEES

Delivery Type	MF Handling Fees	PPM Handling Fees Low Volume*** (10 boxes or less)	PPM Handling Fees High Volume*** (11 boxes or more)
Mail 13oz or less (no custom form required)	\$5	Starts at \$40	Starts at \$40
USPS Priority - max 70lbs/pkg	Starts at \$25	Starts at \$40	10-15% of total cost
1 Package <50 lbs.*	\$25	\$40	
2 Packages <50 lbs.*	\$31.25	\$46.25	
3 Packages <50 lbs.*	\$37.50	\$52.50	
4 Packages <50 lbs.*	\$43.75	\$58.75	
5 Packages <50 lbs.*	\$50.00	\$65.00	
6 Packages <50 lbs.*	<b>\$75.00</b>	<b>\$90.00</b>	
7 Packages <50 lbs.*	\$81.25	\$96.25	
8 Packages <50 lbs.*	\$87.50	\$102.50	
9 Packages <50 lbs.*	\$93.75	\$108.75	
10 Packages <50 lbs.*	\$100.00	\$115.00	
Freight Ocean or Air >70lbs ** (pre-packed/non-Hazmat)	Starts at \$95	Starts at \$95	10-15% of total cost
Local Meet-up to deliver or pick up packages Oahu 9am-9pm	Starts at \$40	Starts at \$40	Starts at \$40
Airport United Air arrival and departure meet-ups for pick up or delivery 9pm-9am	Starts at \$100	Starts at \$100	Starts at \$100

**Suka Pacific Handling Fee is in addition to postage, freight, and packing material cost.**

\* >50 lbs. are an additional \$0.70/lbs. Max 70 lbs. for USPS Priority or Express service.

\*\*Any item over 70lbs must be sent by Freight.

\*\*\*Volume can refer to overall weight of one item or quantity of entire shipment.

To see current USPS postal rates, please visit [USPS.com](https://usps.com)

## COMMERCIAL INVOICE

### Why does Suka Pacific need a copy of my shopping invoice?



- To accurately complete the CP 72 Customs Declaration Form, which is mandatory for shipping to your location.
- To assist with insurance claims for missing packages through USPS.
- To prevent additional service fees for product value research, Suka Pacific charges \$25.00 to Google search for the value of your item. This means even a 10-second Google search may result in a \$25 charge if an invoice is not provided so we can process your postage label and complete the customs form.

### INSTRUCTIONS AND TIPS ON SENDING INVOICE

- Send a copy of your commercial invoice(s) immediately after shopping to prevent delays in getting your package prepped for forwarding.
- **Avoid forwarding us your "order confirmations"** This is not an invoice.
- Mobile apps are not good for downloading your full invoices on vendor sites, instead, use a desktop or laptop; or create a Proforma Invoice.
- We accept PDF copies of commercial invoices, or a Proforma Invoice typed out providing item description, quantity, and value. The list can be typed on the body of the email, or attached as a PDF, Excel spreadsheet, or Word document. You do not need a scanner or printer to do this. Let us know if you need help with this process.
- If your order list is long or you have more than one vendor, you must collect all your data and consolidate it into one email thread.



### SAMPLE PROFORMA INVOICE

ITEM/DESCRIPTION	QUANTITY	PRICE	TOTAL
SHIRTS	10	\$ 19.99	\$ 199.90
PANTS	2	\$ 28.99	\$ 57.98
SHOES	1	\$ 109.00	\$ 109.00
TOTAL			\$ 366.88

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

Before you order hazmat or DG items, check with us if we can get these products to you within your timeline and budget requirements. Hazmat requires special handling.

⊘ Common items restricted for mailing to Micronesia with USPS include flammable items like **perfume, alcohol, or loose lithium-ion batteries**. We can still ship these items and most DG via ocean or airfreight as cargo.

✔ New-unused smartphones, laptops, and tools containing lithium-ion batteries are mailable.

Please visit [www.usps.com](http://www.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.

MERCURY, Household Cleaner, BATTERY, PAINT OR VARNISH, AEROSOL, FUEL, FIREWORKS

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

# About Suka Pacific LLC

Suka Pacific LLC is a logistics and shipping company that specializes in coordinating the transportation of goods to Micronesia through the United States Postal System and other carriers via Ocean and Air Cargo. With a strong emphasis on reliability and efficiency, our services ensure that your items, whether standard shipments or hazardous materials, arrive safely and on time.

At Suka Pacific LLC, we connect Micronesia to global merchants by offering seamless and effective shipping solutions. Our experience in managing the logistics of transporting goods across great distances ensures compliance with safety protocols, particularly for hazardous materials. Through a network of expert partners, we address delivery challenges, ensuring that Micronesia remains linked to the global market.

Our story is deeply rooted in the communities we serve. We grew up in Majuro Atoll in the Marshall Islands and have always understood the needs of the community we serve. This business was built on our grassroots understanding and personal connections. We began by assisting family businesses in obtaining essential equipment and products for operations. This initial effort led to our decision to expand and extend our support to a broader range of beneficiaries. Operating out of Hawaii, we continue to be a vital resource to our clients, many of whom we've bonded with through mutual trust, even without meeting in person.

At Suka Pacific LLC, we take pride in our customer-focused approach and commitment to excellence. We are thrilled to stay connected to our home islands through this business and look forward to assisting you.