



Financial Center

Topa Talk

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At Your Service

Fort Street Tower

Aloha Sushi	585-7374
Bin's Convenience	521-8886
Carrot Patch	531-4037
Clark Hatch Fitness	536-7205
Cookie Corner	532-9072
Donna's Closet	224-1421
Flowers for You	521-2020
Ft. Street Bar & Grill	523-1500
Notary Public	531-0444
Young Laundry	521-2286

Bishop Street Tower

Amfac Center Barber	538-7811
Andy Mohan, Inc.	521-1222
Bishop Street Deli	To List Soon
Best Printing	531-2121
Charles Schwab & Co.	534-9700
First American Title	447-4017
For the Love of Coffee	533-4486
KD Jewelry	545-7841
Komala Curry House	523-9900
Scottrade, Inc.	521-8573
Styling Crew	533-7800
Subway Sandwich	545-3945

We Welcome the Following Business to Topa Financial Center

FORT STREET TOWER

Law Office of Pamela Tamashiro

12 Money Saving Tips for the Summer

1. Get rid of stuff by gifting or garage sale. Get rid of additional storage costs by unloading and downloading what you haven't used and no one else would want!
2. Use online coupon sites such as <http://www.RetailMeNot.com> for online purchases .
3. Switch your credit cards and banks to those that provide better interest rates and don't charge fees. And don't ever pay an ATM fee.
4. Take advantage of free online coloring pages and printable children's stories.
5. Buy recycled clothing and items from thrift or resale shops
6. Be a cheap date. Take a walk, swim, run or bike ride. Take the bus wherever it goes and walk around. Visit galleries.
7. Don't overpay your taxes.
8. Audit your insurance costs to make sure you aren't paying for items that are already covered by another insurance that you hold and raise your insurance deductables if beneficial.
9. Avoid clothing that must be dry cleaned; avoid retail and shop online.
10. Drop Cable. Check out movies or audio books from your local library or check out new music or read a book.
11. Set up your checking to make an automatic deposit into your savings every month.
12. Search for the stuff you're considering purchasing first on <http://FreeCycle.org> or <http://www.Craigslist.org>.

Best Practices in E-mail Forwarding

Do you wonder why you get viruses or junk mail? Every time you forward an e-mail there is information left over from the people who got the message before you, such as their e-mail address and name. As messages are forwarded along, the list of e-mail addresses grows giving e-mail harvesting programs working e-mail addresses to sell to spammers. Your e-mail address may not seem very valuable, but it is to spammers.

Here are some easy and precautionary measures to take before you forward an e-mail:

- 1) When you forward an e-mail, delete all of the other addresses that appear in the body of the message (at the top). It only takes a second and your friends will be glad that you did.
- 2) Rather than using the Forward feature at all - if the e-mail can be copied without distortion, copy and paste the text into a new e-mail. Use the Bcc: field if you will be sending to multiple addresses (as below).
- 3) Whenever you send an e-mail to more than one person, do not use the To: or Cc: fields for e-mail addresses. Always use the Bcc: (blind carbon copy) field for listing multiple e-mail addresses. If you don't see a Bcc: option click on where it says To: and your address list will appear along with the Bcc field option. Highlight the address and choose Bcc: for sending.

Be diligent and protect your email address from marketers as you would protect your home address from marketers and junk mailers.

The Take Out / Home Cooked Meal

Here's a way to extend your food budget, save time in the kitchen and wow your family with tasty fare prepared at home.

Purchase one meal item from your favorite restaurant. When you get home, steam up a selection of vegetables that your family enjoys, add in an appropriate sauce or oil to accompany the dish (sesame oil, olive oil, soy or pesto sauce). Mix the restaurant's dish in with your vegetables and you have a delicious, fast and healthy meal large enough for the whole family!

General Building Information

Service Specifications and Hours

HVAC Hours	Bishop Street Tower
Monday	2:00am - 6:00pm
Tuesday - Friday	3:00am - 6:00pm
Saturday	6:00am - 2:00pm
Sunday	Upon Tenant Request

HVAC Hours	Fort Street Tower
Monday	2:00am - 6:00pm
Tuesday - Friday	3:00am - 6:00pm
Saturday	6:00am - 2:00pm
Sunday	Upon Tenant Request

Garage Clearance	Height 6' 2"
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Freight Elevators

Height	98" (open ceiling) 10' x 2'
Width	72½"
Length	51½" Maximum
Weight	3,000 lbs.

Mailroom Pick-up Hours Bishop Street Tower

Monday - Friday	10:00am - 10:45am
Saturday	10:00am - 10:45am

Mailroom Pick-up Hours Fort Street Tower

Monday - Friday	10:00am - 10:45am
Saturday	10:00am - 10:30am

FedEx Pick-up Hours

Located in basement near garage elevator.

Monday - Friday	Last Pick-up Time 2:00pm
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DHL Express Pick-up Hours

Located in basement near garage elevator.

Monday - Friday	Last Pick-up Time 5:15pm
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Office and Building Safety Reminder

Remember to keep your stairwell doors closed and free from obstruction. In the event of a fire, these doors act as a barrier, making the stairwell a safe passage out of the building.

Grammar Usage

Articles and Adjectives

The articles a, an, and the are among the most frequently used words in the English language. Articles function as limiting adjectives. The word the may be used with singular or plural nouns; it is a precise article. A and an are indefinite articles. In most instances, the articles a and an are used with singular nouns. Exceptions include a few and a good many.

- the projects (precise)
- the experiment (precise)
- a project (indefinite)
- an experiment (indefinite)

Using a or an depends on the initial sound (not the first letter) of the word that follows the article. The article a precedes

- (1) words with sounded consonants,
- (2) words beginning with the long sound of u, and
- (3) words beginning with a letter o but with the sound of u. The article a also precedes acronyms that are pronounced as words.

- a trip (sounded consonant)
- a workstation (sounded consonant)
- a high building (sounded consonant)
- a unit (long u sound)
- a youth-sponsored event (long u sound)
- a one-week vacation (the letter a has the sound of w)
- a FICA tax (word)

The article an precedes

- (1) words beginning with vowel sounds (note exceptions above),
 - (2) words beginning with silent h,
 - (3) the letters, F, H, L, M, N, R, S, and Z when pronounced letter by letter.
- an employee (vowel)
 - an accident (vowel)
 - an honor (silent h)
 - an unusual day (short u sound)
 - an M.D.'s
 - an FICA tax (sounded letter by letter)

Office Guru

The Straight Scoop on Smart Quotes

Question: Can you please explain the difference between straight quotes and smart quotes in Word? Is there a reason to care about the difference?

Answer: On typewriters and early computer fonts, quotes and apostrophes were straight up and down - the quote mark at the beginning of a quotation looked exactly like the one at the end. (Otherwise, you would have had two different keys to enter the quote marks, as you do with parentheses).

Smart quotes are angled to “surround” the quotation. Word uses spaces and punctuation to determine if the quote mark is at the beginning or end of a quotation, and uses l a left angled or right-angled quote.

Changing straight quotes to smart quotes is a default AutoCorrect setting in Word (Tools→AutoCorrect, then click the AutoFormat tab).

Programmers care about smart quotes, because programming languages are looking for old-fashioned straight quotes, not smart quotes, which is one reason that programmers often use NotePad rather than Word for writing a quick piece of code.

Tenant Satisfaction Survey

Latest feature of <http://www.TopaFC.com>

Topa Management Company at Topa Financial Center strives to provide you with an exceptional leasing and tenant experience. Please take a minute to complete the Tenant Satisfaction Survey at:
<http://www.TopaFinancialCenter.com>.

Tenant Business Web Directory

Let fellow tenants and patrons know where you are by listing your business on the building web directory.

To submit your company information for the Topa Financial Center online directory, complete the PDF form available at <http://www.TopaFC.com>, and fax to Barbara at (808) 599.5776.

Building Events

King Kamehameha Day

Wednesday, June 11, 2008
Building Open

Father's Day

Sunday, June 15, 2008

Independence Day

Friday, July 4, 2008
Building Closed

Tenant Appreciation Day

Wednesday, July 9, 2008
11:30am to 1:00pm
(Rotunda)

Emergency Evacuation Drill

Thursday, August 7, 2008
Both Towers

Labor Day

Monday, September 1, 2009
Building Closed

Online Rentals

Based on the popular Netflix business model, monthly subscription business are aiming to save consumers time, money and hassle. Here's a sampling of online consumer services that consumers are enjoying:

<http://BabyPlays.com> - Renting Toys from baby to pre-school age.

www.lulette-leihen.de - Renting Baby clothing

<http://onenightstand.co.uk> - Renting luxury clothing

www.bagborroworsteal.com - Renting Handbags

Quotes

Use it up, wear it out, make it do or do without.
-Anon

Better is the enemy of done.

-Anon



TOPA TALK
A newsletter published by
Topa Management Company (Hawaii)

Summer Care for Your Skin and Hair

- Moisturize daily and often throughout the day and don't forget the SPF.
- Drink a lot of water.
- Use Bronzers instead of tanning. There are great bronzers out now for different skin types to create a natural glow.
- Get highlights. Only highlighting face-framing hair will offer a lower maintenance solution to an all over highlight.
- Keep extra hand lotion, sunglasses and sunblock in multiple places for forgetful folks AND convenience.

Building Management

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