

Move-In Checklist

Please refer to the following checklist, provided for your convenience, to ensure a smooth transition to your new offices.

- Order new stationery, envelopes and business cards with new address and phone numbers. Please note that the mailing address for this building is 300 East Randolph, your suite number, Chicago, IL 60601. The use of "Blue Cross Blue Shield", or "Blue Cross Blue Shield Headquarters" in your building address is prohibited.
- Contact ComEd at least 90 days prior to occupancy to transfer or initiate service, if applicable.
- Contact your phone/data carrier(s) (See [Telecommunications](#) page) regarding installation of phone/data service to your suite.
- Notify the post office of your change of address
- Send a change of address card or note to clients, vendors and friends
- Complete required building forms, keep a copy for yourself and return the originals to the Building Management Office.
- Furnish your moving company with a copy of the [Moving Guidelines](#) and [Building Rules and Regulations](#) included in this manual.