

Mail & Other Deliveries

Incoming Mail

All incoming mail should be addressed as follows:

Tenant Name
300 East Randolph
Tenant Suite Number
Chicago, IL 60601

Please notify all client and other business associates of your proper mailing address. The use of the following entities in your building address is prohibited.

- Blue Cross Blue Shield
- Blue Cross Blue Shield Headquarters
- BCBS
- Health Care Service Corporation
- HCSC

Please contact Building Management at 312-202-3800 to obtain your ZIP + 4.

U.S.P.S. Mailbox Locations

Tenant mailboxes are located in the Mail/Messenger area on the pedway level (west side). Assigned mailbox keys are available from the Building Management Office.

Pick-Up/Delivery Hours

Mail delivery, distribution and pick-up hours are determined by the U.S. Postal Service and are as follows:

Pick-up Hours:

Monday through Friday, 9:45am and 3:30pm

Hours are subject to change at the discretion of the U.S. Postal Service.

Drop boxes are located near the west entrance at the main lobby level.

Express Mail Service

Federal Express and UPS make express deliveries and pickups at this building. Drop boxes are located in the Mail/Messenger area on the pedway level (west side). Please check the boxes for exact pick up schedules.

Messenger Center

Please visit the Messenger Center page within this Handbook by clicking [here](#).

Oversized Deliveries (Loading Dock)

All oversized deliveries should be made via the building's loading dock.

All delivery drivers are required to show photo identification and vehicles will be logged in with Security and kept on file in building records.

After-hours access may be granted by using the intercom outside the dock entrance on Lower Randolph to call security.