



Blue Cross  
of Florida



Blue Shield  
of Florida

# INTER OFFICE MEMO

TO: Ebe Burke  
FROM: David Foster  
SUBJECT: New Orlando Branch Office Location

AT: Communications  
AT: Sales Support

DATE June 16, 1975

Dear Ebe:

The Orlando branch office will be moving to a new office the weekend of June 27, and will open for business on Monday, June 30. The new office will remain within the Koger Executive Center, but will be in a new building.

The new address is as follows:

Hollister Building Suite 200  
3535 Lawton Road  
Orlando, Florida 32803

The P.O. Box is unchanged:

P.O. Box 20675  
Orlando, Florida 32814

I believe the telephones will be the same, although I will not be sure until Southern Bell notifies us. I shall advise you at that time.

Don Holdaway feels that some kind of notification should be made to their groups and subscribers. Can this be handled by Communications?

Thanks for your help.

David

DF/gc

cc Don Holdaway  
Bob Hulsey  
Dave Hazlehurst  
Buddy Gazaleh ✓