504 Help Wanted Office-Clerical

OFFICE POSITION with fine jewelry store. Experience necessary. Apply in person. Orin Jewelers, Garden City, corner of Ford Rd & Middlebelt.

PHONE FREAK
SOUTHFIELD
$600/MO.
Public relations-consumer information type job. Much public contact with upper level executives. PERMANENT STAFF Personnel
CALL 388-8900

RECEPTIONIST PBX operator must type 60 words. Please call 341-7407

BOOKKEEPER Typist part or full time experienced thru trial balance, able to prepare payroll taxes for 1 girl accountants office in Southfield. Call after 3:30 477-0232

AMBITIOUS?
WESTLAND
$725/MO.
Big chance to earn excellent salary in suburbs. Just 6 months minimum work experience and good typing qualify you. No shorthand necessary. PERMANENT STAFF Personnel
CALL 388-8900

LEGAL SECRETARY
Experience necessary. Southfield 354-3330

SECRETARY
Part Time. Southfield Area. Must be able to think for yourself, set up files, work with little supervision & get things done. For interview Call 356-1976

LEARN
PERSONNEL
LIVONIA
Excellent starting salary for people oriented person with some college or sales background. Rapid advancement. Contact Ms Dwyer. PERMANENT STAFF Personnel
CALL 388-8900

GENERAL Office work includes typing, telephone and order taking. Apply 13130 Greenfield

SECRETARY accurate typing, good with numbers. Insurance experience desirable but not necessary. Challenging opportunity. Campbell Services Inc. 21700 Northwestern Hwy. 1070 Tower II Southfield 559-9853

FIGURE & FINE FUTURE
Get ahead in this top suburban company with sharp figure ability and good typing. $433 plus. Top benefits. Call Trish Cole
569-0400
Snelling & Snelling
PERSONNEL

AUDITOR FOR Motel. Experienced necessary. Top pay. Apply Coach & Lantern Motor Inn, corner 7 Mile & Grand River 533-4020

LIVONIA
OFFICE
$650/MO.
Fast growing Livonia firm with super congenial atmosphere needs good accurate typist. Excellent advancement potential here. PERMANENT STAFF Personnel
CALL 388-8900

GENERAL OFFICE
Part Time girl for Manufacturers Rep office. Typing, Filing, Phone Answering. Approximately 12-15 flexible hours per week. Southfield Area 354-1800

PERSON needed for Order Desk and all other phases of Office work. In Tooling Manufacturers Rep office. Must have experience. Redford area. Contact Mrs. Malamis 9 AM to 3 PM 534-5000

EXEC'S HELPER
W. 9 MILE
$850 Fee Paid
Do you like lots of responsibility and top $$ that go with it? World wide group manager needs good right hand, good secretarial skills please. PERMANENT STAFF Personnel
CALL 388-8900

GIRL PART TIME General office. Apply 33841 Chesley Dr, Farmington, 1 block north 8 Mile, 1 block east Farmington Rd

GENERAL SECRETARY and clerical position. Shorthand preferred but not essential. Excellent salary and fringe benefits. Desirable Troy-Somerset location. Psychological Resources Inc 649-1316

NO EXPERIENCE
SOUTHFIELD
$550/MO.
Beautiful new legal offices need you as front desk receptionist. You will answer phones, file and greet clients. PERMANENT STAFF Personnel
CALL 388-8900

SECRETARY
One girl office, good typing and shorthand required. District sales office located in Southfield. Spectral Dynamics Corporation of San Diego 569-3111
An Equal Opportunity Employer

SECRETARY to VP's and Engineering. For plush Birmingham office. Should be outgoing, enjoy working with people. Key word is flexibility. Shorthand and typing a must. $700 to start. Good benefits and fee paid. Call Barbara Good
PROFESSIONAL PERSONNEL
357-4810

OPTHALMOLOGISTS & Office. Northwest Suburb, doctor's assistant with experience in Opthalmologic Procedures only. Own transportation, full time. Send replies to Box 600 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

LIKE Variety and Monday. We need typists, secretaries, transcribers, bookkeepers, PBX, keypunch, teletype operators. Professional Temporary Services 356-1616

RECEPTIONIST
INDOOR TENNIS CLUB
Applicant must have experience working with people and out going personality and ability to do telephone sales. Excellent performance may lead to management position. Working hours: Evenings & weekends. Southfield area. Call Mr. Mehas for interview 352-0000

GENERAL SECRETARY
For plush Southfield company plus receptionist duties. Great job but must have shorthand and typing. Salary up to $800. Company pays fee. Call Barbara Good
PROFESSIONAL PERSONNEL
357-4810

SECRETARY TO GENERAL MANAGER
WOMC Radio. Typing, shorthand, prior broadcast or advertising experience essential. Call Carl Brazell 546-9000
Equal Opportunity Employer

OFFICE MGR.
for established auto dealership. Accounting background a must. Call Mr. Carlisle for appointment
BOB ZANKL
VOLKSWAGEN - VOLVO
7500 East 15 Mile Rd
Sterling Heights
268-9600

GENERAL
OFFICE WORK
In Farmington for pleasant girl having minimum typing and shorthand skills. Hours 9 AM-5 PM, 5 days. $120 per week starting. Send resume to
AGER BUILDING CO
13301 Wales, Huntington Woods, 48070

EXPERIENCED SECRETARY
Typing, some dictation, general office. Good salary and benefits. Magazine publisher. Travelers Tower Southfield 354-1144

Office Clerk
Full time position for sharp gal over 25 with good business skills. Background in pharmaceuticals and health & beauty aids helpful. Novi area. Call Miss Harrier weekdays between 10 AM and 3 PM
349-5000

SECRETARY must be good typist, experienced in receivables, payables, inventory records, invoicing and secretarial work. Able to handle telephone. Must be responsible and efficient. Royal Oak area. Call 10 AM-4 PM 549-6890

WE ARE BUSY
We Need People
ANY OFFICE
EXPERIENCE
Need some extra money. We need your skills to fill our many temporary assignments. TYPISTS, STAT TYPISTS, SECRETARIES, KEY PUNCH OPERATORS, STAT CLERKS
WHY WAIT!
CALL
Witt Service
Call 967-0336 for office nearest you. In Livonia call 525-0330. Mon.-Thurs. & Fri. 10-3 Pm

EXPERIENCED legal secretary for Southfield law firm. Salary commensurate with ability 569-0000

KEY PUNCH OPERATOR
NORTHLAND AREA
Immediate opening on afternoon shift. No outside assignments. Must have Key Punch training or some working experience. Call 569-5700 ext 240 for an interview appointment.
Equal Opportunity Employer M F

GENERAL OFFICE
Must be experienced in typing & good with figures. Pleasant working conditions. Located in Wayne. Call for appointment 728-2400

VETERINARY Hospital seeks intelligent personable & long-term girl as a clerical, surgical assistant and receptionist. Must type 60 wpm. Enjoy working with people and animals. Be able to work under pressure. Experience preferred but will train. Westland area. Send resume to Box 302, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

506 Help Wanted Sales

REAL ESTATE SALES
Our fast growing Troy office has openings for people interested in a full time Real Estate career. Extensive advertising, membership in two multi-list services, effective merchandising tools, in-depth training and management backing affords you the opportunity for a fast profitable start. Experience preferred but will train. Call Jim Leahy for confidential interview
WEIR, MANUEL,
SNYDER & RANKE
649-7300

REAL ESTATE
Highest Comissions. Good plan for high earners. We will train in Michigan's finest Real Estate Schools. If you are willing to work, you are able to earn extremely high income. Call Gene Darke for details
525-7700
Century 21
Gene Darke Realty

SOUTHFIELD LATHRUP AREA
The Lathrup office of Earl Keim Realty, one of 25 Earl Keim offices, invites you to inspect our facilities and examine your future potential with us in the field of residential Real Estate Sales in the prime markets of Southfield, Lathrup Village, Birmingham, Bloomfield. If you have the need to succeed we can provide you with the office, training, and selling tools to help you obtain your goals. For appointment call Mr. Ervin 559-1300

SERVICE SALES CLERK
Metal fabricating facility needs individual to type invoices, communicate with vendors and customers, assist in planning and expediting orders and to do general filing. Must have prior experience and be able to type a minimum of 55 wpm. If qualified contact Personnel Department, Hydromation Filter Company, Livonia 464-0000
An Equal Opportunity Employer

JOIN OUR GROWING STAFF
of trained & successful sales people earning potential is unlimited, choose your own hours & enjoy meeting new people. Take time today and consider your career possibilities in real estate with our expanding Livonia office. Thal Darryl Norwood No. 11 Inc. 522-3010

AMBITIOUS Representative to call on businesses in local area.
QUIST TYPEWRITER CO. INC
1717 Stephenson Hwy., Troy 689-0000

SALES AGENT
WANTED
We need a dynamic man or woman to sell our exclusive calendars and an extensive line of advertising specialties, business gifts. If you have a past history of sales success or wish to begin a career in sales you can benefit from one of the most lucrative commission structures in our industry. What we need is an individual who can deal directly with businessmen who use calendars and specialty items to promote their business. This is an excellent opportunity for you to associate yourself with the Thos D Murphy Co, a pioneer in the advertising field since 1888. Your initiative and planning will determine your growth and success with our established company. Your accounts are protected and repeat orders make money for you. If you can organize your time and work with a minimum of supervision this can be an excellent full-time or part time business for you. Write Pat Murphy, Sales Manager, The Thos D Murphy Co, Red Oak, Iowa 51566

PART OR FULL time to help manage family business. Paid vacations, holidays, profit sharing, retirement plan possible. Call Mr. Patel at 721-5502

TELEPHONE SALES for McCall Publishing. Part-time work from your home. Experienced preferred. Write to McCall Corporation, 14997 Salem, Detroit 48239

AVON
Take advantage of 90 years of selling experience and make top $$ on your own time. I'll show you how. Call for details. No obligation.
645-0455 352-2926
422-2252

ATTENTION SALES REPRESENTATIVES. Have products and services which require proper introduction. For information call Tim Riding 464-8383

INTERESTED IN
SELLING
REAL ESTATE?
Call TODAY for an interview
Fred Madley 455-5700 Plymouth Northville
Tom Kuster 476-9100 Livonia Farmington
Ken Kerren 557-6700 Southfield Lathrup
Peter Orlop 721-6600 Westland Livonia
chamberlain

PART TIME Sales needed for mens clothing store. Evening hours 557-9181

New Cadillac
FURNISHED. National company needs you today. We need young people to call on business and professional prospects. Fantastic training program. $20,000 on up first year PLUS NEW CADILLAC. Call immediately for interview
MR. GEORGE
646-9870

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Need reliable person to assist manager. Opportunity to earn $200 week to start. For interview, call 525-3080. An Equal Opportunity Employer

BREAK OUT
OF that dead end job you're in now. We're looking for several adults to sell our benefit program to prospective members of the largest non sectarian fraternal organization in the world. Phone 336-6773

SALES & SALES MANAGEMENT
TRAINING
PRUDENTIAL
We are currently looking for alert, aggressive and ambitious individuals who are college graduates or at least reasonably well educated by the business world. They may be currently employed and impatient to rise above the challenge, potential and financial reward inherent in just ANY JOB. We professionally train in estate business and corporate planning, taxation, pensions, etc. Starting salary commensurate with ability and qualifications. Continuing supervision and field assistance. Executive office facilities.
Call Ken Schweiger 357-5000
Equal Opportunity Employer M F

EXPERIENCED bakery sales ladies wanted. Full time. Saturdays off. Call 547-4255 or 547-4303

SALES TRAINEE
Major company headquarters Detroit. Multiproducts. College graduate. Administration, marketing, sales profile. Harry
644-4600
SNELLING & SNELLING
AGENCY

RELIABLE hard worker who wants steady employment. Good income. For appointment call LO 1-5300

HOUSEWIVES
Time on your Hands?
Casual Corner
The Nation's leading group of Women's Contemporary Specialty Stores has Full-time & Part-time Openings for Mature Salespeople available in the Northland Center, Southfield.
Have fun and get paid at the same time. Experience preferred but not necessary. Good pay and benefits. Liberal store discounts.
For an appointment call Mrs. Dee
569-6004
CASUAL CORNER
An equal opportunity employer

SPECIAL GIRL for super exclusive tennis boutique. Must have references and ability to meet people. 5 days, 2 nights including Saturdays and some Sundays. W. Bloomfield 626-7401

CAREER OPPORTUNITY
Accustomed To Public Contact? Up to $300 week starting compensation. Income of $20,000 and more. Extensive training program in Insurance and Financial services. Prefer married, age 25 and over. Metropolitan Life. An Equal Opportunity Employer 427-1730

SHOE SALES Now taking applications for immediate openings in full and part-time sales position. Applicants with previous retail experience preferred. Apply in person to Bob Field SHOE LAND, Oakland Mall, Troy 588-0655

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Highest Comissions. Good plan for high earners. Will train in Michigan's finest Real Estate School. If you are willing to work, you are able to earn extremely high income. Call Gene Darke for details
525-7700
Century 21
Gene Darke Realty

APPLIANCE Salesman experience helpful but not necessary. See Bill Scarlett at Berry's Home Supply, 27419 Joy Rd at Inkster, Westland

ENTRY LEVEL POSITION in Dearborn area that will lead to Management quickly for right person. Degree preferred. Five figure income, bonuses, full fringe benefits. Company paid training at national facility in Dallas, Texas. Please send resume to Daniel R. Parker, P.O. Box 10001, Lansing, Michigan 48901

CB AUTO STEREO salesman experienced with some technical background preferred, must be 18. Apply in person. Audioland Inc., 33019 Plymouth Rd., Livonia

Professional Salesman
MOVING INDUSTRY
Be part of an aggressive growth minded, well established service organization. Experience preferred. Salary plus commissions. Call for appointment
588-4500

ABOVE AVERAGE
TELEPHONE SOLICITORS
Wanted to work for International Dating Service. Experience necessary. Southfield Area. Part & Full Time needed. Salary & Bonus. For interview Call Mr. Edwards at 557-7000

Experienced
Sales Person
wanted for
FULL TIME
employment
APPLY IN PERSON ONLY
Monday 1 to 5 PM
Wednesday 3 to 5 PM
Thursday 1 to 5 PM
TEEN/MAN
Fairlane Town Center
Dearborn
Lower Level near Sears'

Real Estate
"PROFESSIONALS"
Proven million dollar producers enjoy the prestige of your own private office in our new luxurious Garden City - Westland location. For a strictly confidential interview contact Jack M. Keoshian
ALGER F.
QUAST
REALTORS 538-2000

EARN $3 to $6 per hour working evenings and Saturdays. Professional telephone commission sales. Will train, must be ambitious and over 18. Call Mr. Kamen at 589-5400

ADVANCE NOW to one of the most respected companies in the industry. We will train men or women as our Livonia representative. High school graduate, good car, will pay up to $825 per month during training. Position should earn over $15,000 per year thereafter. Call Mr. Donald 261-5725

LEADING FOOD SERVICE Organization has openings for 3 sharp men or women to sell soft drinks and coffee service to offices and small industries. Salary, commissions, car allowance, benefits. Call Pete Donaldson between 9 AM - 1 PM 522-7870

It's becoming a household word. It's on national TV. It's QUEENSWAY TO FASHION. Join us now. Receive a $400 sample wardrobe. Call
Carol 476-1667
Shirley 728-9910
Dee 689-3772

SHOE SALES
Experienced full time for woman's salon. Top salary, medical and other benefits. Excellent working conditions. Apply in person. Telegraph at 12 Mile, Tel-Twelve Mall
ROBY'S SHOES

ASSISTANT MANAGER
For high volume women's specialty shop. Excellent compensation. Retail experience necessary. Apply in person at Bernard's, Tel-Twelve Mall, Southfield

LEARN REAL ESTATE
Broker of small agressive office teaches for State license. WE will continue your sales training after you pass state examination. WE prefer full time people who want to make money. Member of Multi List. For details call MISS ROGG.
EARL KEIM WEST 522-2101

SUPERVISOR needed with Party Plan experience. Work June thru yearly. Ideal for homemaker. Excellent commission and bonus. Earn trip for 2 abroad. We train. For appointment call 464-4510

CAN YOU QUALIFY
NEED a particular type woman over 25 to assist me in my fast growing business. 3 hours a day, 5 days. $75. For interview appointment call Mr. Barnes 1-3 PM at 535-4178

507 Help Wanted Part Time

SALESPERSON, some knowledge about horses and horse equipment desired. Elliott's Saddlery 455-1000

ADVERTISING PERSON needed on a part-time basis involving copywriting and co-ordinating other ad programs. Days and hours flexible. Located in Northwest suburbs. Call Mr. Conrad 538-7760

EARN MONEY at home in your spare time. Telephone work. Women preferred. Call between 12-3 Tues & Fri only 474-9611

MAYFLOWER LANES
Needs a
PART TIME
CONTROL COUNTER CLERK
Mature, over 25, dependable, honest. Apply in person
26600 Plymouth Rd
½ mile W. of Beech Daly

COUNTER GIRL part time afternoons, experienced. Bloomfield Cleaners, 6035 West Maple 626-0666

WAITRESS
Part Time evenings, experience not necessary. Call between 9 AM-11 AM. Richie's Lounge, Dearborn Heights
278-5364

PART TIME Japanese language instructor. Training provided. Call [illegible]

LAUNDROMAT ATTENDANT Orchard Lake & 13 Mile Rd 349-1400

PART TIME
Morning Typist. Madison Heights 585-5865

PART TIME
INDUSTRIAL ELECTRICIAN
478-0010

LIGHT OFFICE Cleaning. Evenings. Westland-Livonia area. Own Transportation 1-363-0744

NOON SUPERVISOR
Part-time. Assist with supervision of students throughout building. Apply to: ATHENS HIGH SCHOOL
4333 John R, Troy
524-1200
Equal Opportunity Employer M F

SALES CORRESPONDENT part time. Southfield 10 Mile area. Hours 9 AM-1 PM daily. Position requires good telephone personality, typing and filing skills. Immediate availability necessary. Call Mrs. Zeller 557-1210

PART TIME clerical, the typing. Hours 12:30-4:30, 5 days a week. $2.50 an hour. Southfield. Call for appointment 353-0300

PART TIME EVENINGS
THREE sports minded people to direct community project. $90 per week, fifteen hours per week. Will train. Must be over 22, married, presently employed and an Oakland County resident. Call Mr. Pike 469-0150 ext 25

ATTENTION College Students & Housewives, working Monday thru Wednesday, 17 hours weekly, making excellent money giving plant parties 537-3657

RECEPTIONIST needed for doctor's office. On Monday, Wednesday and Friday. From 3 to 7:30 PM. On Saturday 8am to 12:30 PM. Work in pleasant surroundings. Call between 9 AM-12 Noon 349-5170

IF YOU: Enjoy working with the public, are dependable and courteous, like a friendly atmosphere, want part time work, want opportunity for advancement, want flexible hours.
Then apply in person at THE PIZZA HUT at 1425 Ann Arbor Road, Plymouth. Also Westland Pizza Hut, 7500 Wayne Rd. Best and Positions for kitchen and dining room work available. Please No Phone Calls
An Equal Opportunity Employer

HARDWARE in Westland needs man for permanent part-time work, mornings. Knowledge of home repair and maintenance helpful 595-2370

YOUNG MAN 15 or over to work for minimum 1 hour per week, sometimes more, every Tues after noon. Also to help with yard work on weekends. $2 per hour. Birmingham MI 4-4333

SERVICE STATION ATTENDANT, experience necessary. Tim & Jerry's Texaco, 38850 Ann Arbor Trail, Livonia

506 Help Wanted Sales

SALES $25K CALIBER
Branch office of word processing company looking for successful sales people. Ground floor opportunity with potential for management. Applicants should have experience in office equipment or work processing. Draw verses highest commission. Full company benefits.
• WE WANT THE BEST
• AND PAY ACCORDINGLY
• BEST EQUIPMENT
• BEST TRAINING
Call for appointment or send resume
CPT CORPORATION
21711 W. 10 Mile
Southfield, Mich 48075
355-1525

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FARMS
Growers of Nursery Sod

COMMERCIAL & RESIDENTIAL
16185 NEWBURGH RD
464-2080 464-2081

The Observer & Eccentric Home & Service Guide

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BOOKKEEPING INCOME TAX
Corporate, partnership or proprietorship. Any statements 533-2877

BOOKKEEPING
Weekly, Monthly. All phases thru Financials. Pick up & Deliver. Experienced. References. Days 255-3680. Evenings 538-0217

BOOKKEEPING Any part of up to & incl. profit & loss statements. Exp. in insurance billing 455-0279

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Heil Heat'g & Cool'g Equipmt. Mastercharge 453-0230

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CLEANED & WAXED Aluminum siding, old brick, asbestos siding, painted surfaces. Satisfaction guar. Free ests. & demos. Industrial, commercial, residential. Master Charge 728-1020

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For siding, trim, gutter, awnings etc. Years of exp. Free est. Licensed 779-7830

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Residential, Comm'l. Free Est.
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Our 17th consecutive year of advertising in the Eccentric.
Construction of new asphalt parking lots and driveways. Resurfacing of existing asphalt and concrete driveways. Genuine sealcoating. Workmanship and materials guaranteed. Reference list of recent work available. Ask our customers about us!
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EL 3-7829 EL 6-8641

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All outside digging. Guaranteed. 477-2977 261-4247

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We will repair it Right the First Time!
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20 Years Experience
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Workmanship guaranteed. References available. Bonded, licensed, insured. Free estimates
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79c sq. ft. 300 ft. minimum. Licensed. Patios, driveways etc.
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BRICK, BLOCK, FOOTINGS
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New & Repair Brick, Block, Steps, Stone, Footings, Floors, Driveways, Tuckpointing, Basement leaks fixed. Licensed. Call 546-0100

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CONSTRUCTION INC Commercial, residential. Driveways, basement floors, garage floors, footing, ratwalls etc. Lic. Bonded. Insured 476-1000

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MASONRY & CEMENT
25 YEARS EXPERIENCE
All types Brick, Block, Cement work. Patios, Driveways, Porches, Foundations, Additions
ALSO ALL REPAIRS
1st Class Work at a Fair Price
Residential & Commercial
Guar. Workmanship. Free Est.
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ALL KINDS
New or Replacement. Also
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Have my price before you buy, compare and save $$$. We do our own guaranteed professional quality work at very reasonable prices.
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To save money deal directly with owners. Years of experience with the Finest Quality.
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Basement & Garage Floors, walks, patios, driveways, foundations and porches. Licensed & Bonded. Call Remo 422-7010

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Repaired or Built New. Screened. Cleaned. Roof Leaks Stopped. GUARANTEED GA 7-3001

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MONTHLY Bookkeeping thru General Ledger. Financial statements. Payroll taxes 352-0000

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Nor the plumber's son, but any work you should have I shall soon have done. Plumbing, electrical, carpentry, complete modernization, recreation rooms, kitchens, formica counter tops, cabinets, specializing in vanities. Also cement work. Reasonable.
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SPECIALIZE IN
✓KITCHEN REMODELING
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Rough in or finish. Additions, dormers, bath rms, kitchens, roofing, attics, alum. siding, storms, screens, furnaces. We do all type cement, porches, foundations. No money down. 7 yrs to pay

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