504 Help Wanted Office-Clerical

OFFICE
MOVING TO BIRMINGHAM
Now hiring Statistical Typists, Secretaries, General Office Clerks, Group Supervisor, some experience necessary. For interviews: at 1500 N. Woodward on Wednesday, 7-26-78. Mr. Blake.
561-1700
VIC TANNY INTERNATIONAL

OFFICE TRAINEE
Major Insurance firm willing to train if you can type, have a bubbly personality and want to learn. $550. Call Linda Perry.
644-4600
SNELLING & SNELLING AGENCY

AVAILABLE NOW
Statistical typists to $900 mo
Exec. Secretary to $850 mo
Secretaries to $825 mo.
Insurance clerk to $600 mo
General office to $580 mo
Typist to $560 mo.
PLACEMENT PLUS PERSONNEL 358-2250

ACCOUNTING CLERKS $700
POSITIONS in Accounts Payable & Accounts Receivable for experienced bookkeeping functions. Light typing, fee paid.
Durham Personnel 569-1522

CLERK TYPIST. Southfield mortgage company desires clerk typist with good math ability. Call Stuart, 353-9200

VETERINARY HOSPITAL Receptionist & Office Manager. Must be willing to accept responsibility, be well organized & able deal with clients well. 5 day week, good staff to work with. Experienced preferred. Birmingham Area. Call between 2-6 PM. 646-1660

PART-TIME
Office: Thurs. 5-9. Sun. 10-4. Phone, typing, filing.
Thompson-Brown Real Estate
WEST BLOOMFIELD
642-0703

RECEPTIONIST
A favorite client will pay $600 and fee for your phone ability and typing skills. Great benefits too! Call Linda Neely.
644-4600
SNELLING & SNELLING AGENCY

OPEN THE DOOR!
To a career with a well established, fast growing suburban company. People ability a must! Typing $800 monthly. Call Sandee.
644-4600
SNELLING & SNELLING AGENCY

504 Help Wanted Office-Clerical

Secretary
Full time, typing 50 wpm, or better. Good phone voice essential. Great variety of work. Must be good with figures. A high level of maturity with the ability to communicate, with 3 or more years experience necessary.
O.KELLER TOOL
425-4500

INSURANCE
INSIDE INSURANCE ADJUSTER
Transamerica Insurance Group has an outstanding opportunity for persons with a college degree. Excellent training course. Good company benefits. Please contact C. Selleck at 353-3400 for an application.
An Equal Opportunity Employer

LIVONIA
FEE PAID. Great job with friendly company. All that's needed is your good typing. Nice salary too!
NO SHORTHAND
FEE PAID. Here is that chance to utilize your typing! Your good typing, but your admiratrative abilities as well!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

Jobs Are Here!
Secretaries · Typists
Bookkeepers
Keypunchers
Accounting Clerks
All office skills needed. Many long & short term assignments available now. If interested apply at:
Kelly Services
The Kelly Girl People
29446 6 Mile, Livonia
522-4020
2229 S. Telegraph, Bloomfield Hills
642-6650
23777 Greenfield, Southfield
Suite 1221
424-9100
27629 John R, Madison Hts.
398-2650
NOT AN AGENCY ... THEREFORE NO FEE
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

GENERAL OFFICE WORK
Full time, Retired Area.
Between 8:30 & 5:30. Ask for Mary Nelson. 255-1300

INSURANCE. Mature person, experienced in homeowners & fire insurance underwriting. Full time, good typist. Gene Harris Agency, 18779 Farmington Rd., Livonia. 476-8530

RECEPTIONIST/SWITCHBOARD operator. Light typing, some clerical work. All benefits. Excellent company. Fee paid.

ACCOUNTS PAYABLE experience on CRT or will train. Type 45WPM, all benefits. Fee paid.

EXECUTIVE SECRETARY for industrial company. Minimum 3 years experience. Excellent salary, all benefits. Fee paid.

TYPIST 45 WPM. Full benefits, several openings.

CAREER POSITION open for trainee. Will lead to office management. All benefits & good salary.
Beryl Personnel
4274 N. Woodward, Royal Oak
576-0270

CLIENT CONTACT
FEE PAID
Secretary no shorthand. Auto related company offers varied and challenging spot for your good typing! $800. Choice benefits. Call Kyle.
353-2090
SNELLING & SNELLING PERSONNEL

RECEPTIONIST SECRETARY
Luxury apartment complex pays fee for your skills - interesting and diversified. Benefits. $600 plus. Call Joanne Headley great opportunity!
353-2090
SNELLING & SNELLING PERSONNEL

FEE PAID OFFICE ASSIST.
Computer training client contact! Large successful company appreciates your great typing! Advancement, $650 plus, top benefits. Call Ms. Fox.
353-2090
SNELLING & SNELLING PERSONNEL

PART TIME SECRETARY - for small Southfield business law office. 2-3 days per week. Typing and normal skills. 353-5440

Executive Secretary
With excellent typing & skills. Experienced in dealing with top level management. Full benefit package. liberal salary. Send resume to Personnel Department, 32900 W. 9 Mile, Farmington, Michigan 48024.
Equal Opportunity Employer M/F

PROPERTY & CASUALTY Insurance Agency located in Southfield has openings for persons with insurance background. Contact Mrs. Boyd 358-3030

OFFICE CLERK
VIASIC FOODS has an immediate temporary assignment (through September) for an office clerk.
Duties will include answering phones, light typing and routine record keeping. Preferred candidates will be high school graduates with some prior office experience. Apply at:
Viasic Foods Inc.
33200 W 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

JR. SECRETARY $700
Work for department manager of growing Farmington Co. Pleasant surroundings, lots of public contact, type 50, no shorthand needed, full benefits with dental plan. Employer paid fee.
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Unflappable person to take phone orders. Personable. Company will train, typing ability helps. $545-$650. Call Ms. Hobbel.
353-2090
SNELLING & SNELLING PERSONNEL

SECRETARY - Troy, typing 65 WPM, shorthand 85, good math ability and experience, $900, fee paid.

STATISTICAL - typist, beautiful Southfield office, excellent typing, spelling and grammar. Salary commensurate with experience, fee paid.

RECEPTIONIST - good typing required for versatile position, $650, fee paid.

CUSTOMER - Service, Southfield, good typing, good written and oral communication ability, experience required, $500, fee paid.

LOIS RAY PERSONNEL
559-0560

TEMPORARY JOBS
Work when you want and where you want.
TYPISTS
SECRETARIES
RECEPTIONISTS
KEYPUNCH OPERATORS
TEMPORARY STAFF
Call Marge 522-4210

MAG II TYPIST
Permanent opening at corporate offices of international organization presently headquartered in Southfield but moving soon to Troy.
Experience on the Mag typewriters required as well as good clerical skills. Dictaphone would be helpful. Call 569-5200 ext. 296 for an interview appointment.
Equal Opportunity Employer M/F

CLERICAL
International corporation presently located in Southfield but moving soon to Troy has several permanent openings. Requires good clerical skills and typing ability. Must have experience in either payroll, billing or accounts receivable.
Call 569-5200 ext 296 for an interview appointment.
Equal Opportunity Employer M/F

TYPIST
Full Time & Part Time
Permanent
Accuracy, more than speed.
Apply Ms. Hubbard, Central Accounting, second floor.
MONTGOMERY WARD
12 Mile-Telegraph
Southfield
Equal Opportunity Employer M/F

RECEPTIONIST
$750.00
Great conditions, easy going boss, pleasant surroundings. You'll be smiling as you answer the phone and type here. Call Kathleen.
SNELLING & SNELLING
478-3500

EXECUTIVE SECRETARY
Experienced with administrative abilities. References required. Excellent opportunity. Farmington Hills area. Call 851-8300.

PROFESSIONAL DEPARTMENT
Needs your creative abilities for their national suburban company. Typing, people contact, excellent benefits. $850 monthly. Fee paid Call Gina.
644-4600
SNELLING & SNELLING AGENCY

504 Help Wanted Office-Clerical

HELP WANTED part time weekdays, full time Saturdays, 11am-6pm. Sundays. Preferably High School Junior, who can pleasantly handle incoming calls, do more than one thing at a time and have initiative. Hours: 3pm-9pm. Monday thru Friday. 9am-5pm on Saturday. Pleasing work environment. Friendly office staff. Hourly rate commensurate with abilities. Downtown Birmingham location. Ask for Jennifer Moore

Integrity,
Realtors
MAX BROOCK
Inc. Realtors
644-6700

A PERSONNEL RECEPTIONIST
Like greeting people? We offer to train you to be part of our busy team. Light typing. $500. Call Ms. S Personnel Assoc. Southfield.
557-0050

CHECK YOUR SKILLS!
Brand new opening at flourishing suburban association can be your key to the future. Typing 50 wpm challenging spot. Fee paid $11,000, call Linda Neely.
644-4600
SNELLING & SNELLING AGENCY

CLERICAL HELP
Experience not necessary.
Apply: Mrs. Hubbard, Central Accounting, Second Floor
MONTGOMERY WARD
12 Mile-Telegraph
Southfield
Equal Opportunity Employer M/F

GENERAL OFFICE $7800
Super plush company needs your typing skills and good common sense for this neat and greet spot. Call Tina today for more.
SNELLING & SNELLING
478-3500

VARIETY POSITION
Prestigious association needs outgoing person with good office skills. 35 hour week. $700. Call Ms. Hobbel.
353-2090
SNELLING & SNELLING PERSONNEL

SECRETARY
(REAL ESTATE)
We have an immediate opening in our regional headquarters in Birmingham. Applicants should have a minimum of 1 year office experience & the ability to type at least 50WPM. Shorthand is required
This position offers a competitive salary, paid vacations & holidays, dental & major medical insurance, tuition reimbursement, plus many other excellent benefits & an attractive work environment. Please contact: CHRIS LANE
645-1796
Equal Opportunity Employer M/F

RESTAURANT
Full & Part Time
WAITRESS
(Experienced preferred)
BUS BOYS
FOOD ATTENDENTS
(Work Grill & Short Order)
Good earnings opportunity.
Excellent benefits program
This is JCPENNEY
Apply in person, Monday thru Friday, Saturday, 10am-8:30pm
Westland Personnel, Second Level
JCPENNEY
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

GENERAL OFFICE
$9600
Successful firm needs you for its sales office. Typing 50 and figure work, will fill up your days. Call Kathleen.
SNELLING & SNELLING
478-3500

ADMINISTRATIVE ASSISTANT
Position with rapidly growing Southfield Construction Company. Applicant must have contract administration experience, good typing and communication skills, be well organized, and willing accept challenge and responsibility. Salary based on experience. Excellent benefits. Call for interview.
569-2220, Ext. 202

SOUTHFIELD AREA, need full time, competent typist and file clerk, liberal fringe benefits. Call 358-2730

ADMINISTRATIVE AID
Top executive needs your poise and personality. You enjoy public contact and have good typing skills - perfect for you! $11,000, call Linda Neely.
644-4600
SNELLING & SNELLING AGENCY

SECRETARY TRAINEE
Learn Office Procedures for a National Sales Organization. Must type & be good with figures. Salary + fringe benefits. Call Mr. Ingerson for appointment 968-4400

IMMEDIATE opening for permanent part time Typist with good English skills, afternoon hours.
559-8020

RECEPTIONIST - wanted for Livonia office. Hours are Mr. Weechers between 12 noon -2 pm. 525-4000

GENERAL OFFICE. Good typing, full time, 3 yr experience, South field Area. Call 354-2231

WAREHOUSE OFFICE CLERK
Afternoon shift, (12 to 8 PM). Typing preferred but not essential. Nice area. Call Mrs. Gaines week days between 10 AM and 3 PM.
349-5000

TEL PERSONNEL SECRETARY wanted. 20 hours a week, 9 AM to 2:30 PM. Light typing. Call Mrs. Gaines (Wendy's International). 476-9144

BILLING & CREDIT DEPT. Mature woman with experience. Monday through Friday 8AM-5PM. Garden City Medical Center 421-1110 Ext 11

ACCOUNTING CLERK
One to two years college level accounting background and prior experience in monitoring and controlling computerized inventories. Familiarity with automated inventory systems and procedure desirable. New building in downtown Detroit, Woodward & Congress. Substantial fringes. Nearby paved parking.
Detroit Federal Savings
961-7600, ext. 14
Equal Opportunity Employer M/F

MATURE WOMAN for General Office work. Must be able to type, some office experience necessary. Will train on job Southfield location Call Tuesday between 1 & 3 PM 356-6164

PART TIME for optometric office. Mature, some typing. Monday nights, some Sat. and some weekdays. For interview call 8am-5pm Plymouth. 453-1870

RECEPTIONIST - full time position available for mature person with typing skills and general office experience. Call Mrs Ferguson 476-9230

504 Help Wanted Office-Clerical

GENERAL OFFICE
Applicants must possess aptitude for figures and ability to type 45-50 WPM. Office experience helpful but not essential. For further information call Personnel Department
Alexander Hamilton Life Insurance Co. Of America
552-2000

EXECUTIVE SECRETARY
A growing corporation located in NW suburbs is seeking a qualified secretary to a top ranking executive. The successful candidate should have excellent shorthand and typing skills, 2-3 years experience marketing background desirable. For further information please contact Personnel Dept.
Alexander Hamilton Life Insurance Co. Of America
12 Mile & Farmington Rd
553-2000

CAMP SECRETARY - Children's summer camp. Camp Tamarack-Brighton 1-229-5166

Administrative Secretary
Expanding chemical production and packaging operation seeks experienced, organized professional to handle confidential information and assist manufacturing management. Newly created position requires minimum of five years Responsible secretarial experience Must type at least 60wpm and be familiar with transcribing equipment. Shorthand desirable, but not required. Experience in purchasing, personnel or production forecasting a definite asset. Pleasant office in Redford area. Salary commensurate with skills. Please call Gail 8am-5pm 937-0710

Ass't. Office Mgr/Sales Sec'y
Leading residential air conditioning company is looking for a sharp individual with previous office experience and good typing for key office position. Business school or college a plus. Will be working closely with sales staff. Salary commensurate with ability. Paul Blue Cross Call Today.
522-5062

NEEDED IMMEDIATELY 3 girls for light office help. No experience necessary, will train. 3 to 5 days weekly, Livonia area, call Marcy.
522-5200

SECRETARY performs variety of duties, including dictaphone for Troy firm, type minimum of 60wpm accurate. $750 plus great benefits Fee Paid

SECRETARY-for Southfield advertising firm. Will be using Selectric typewriter, shorthand a plus. Requires 50wpm typing and office experience. Salary $650 and benefits.

Accuracy Personnel
642-3050 358-2010

REAL ESTATE OFFICE needs Girl Friday. Type - 5 Day week, no nights. Good skills and references required. $150 weekly. Northwestern & Lahser area. 355-3700

SECRETARY, full time position at Livonia sales office. Experienced typing and shorthand skills required. Many fringe benefits 522-5200

PART-TIME PERSON to do filing, Southfield, Schoolcraft area 828-7286

INVOICING & Costing person with 5 years experience. Southfield, Schoolcraft area. Call 828-7286

PART Time Receptionist, light typing. Canton area Chiropractic Office. Mature individual with own transportation. 459-8010

504 Help Wanted Office-Clerical

Office Position
Full time experience helpful. Typing, some mathematical ability and pleasant telephone manner required. Excellent company benefits. Apply in person. Monday thru Friday, 9 am-4:30 pm
MONTGOMERY WARD
District Office
Tel Twelve Mall
An Equal Opportunity Employer

GENERAL OFFICE - good math aptitude, to perform life-insurance premium accounting. Light typing and ability to interact on telephone. Starting pay range $135-$150 per week based on experience. Capitol Services 21200 Northwestern Hwy Southfield. Mr Levinson. 559-5965

DATA PROCESSING
Real Time Software Professionals
OPENINGS IN FARMINGTON HILLS
These positions are available due to the rapid market growth of Digital PDP 11 installations
You must possess a strong background in Industrial Real Time Software. Prior real computer application. Your exposure to communications will be a real plus. If you have the necessary applications exposure and a Bachelors degree or equivalent experience in Computer Science, Engineering or Math, you should be talking to us
We offer meaningful career opportunities for Technical and Managerial growth coupled with an excellent salary benefit program which includes dental assistance. You will join a successful Digital field team in providing support to our customers in pre-sales and post sales environment.
For full consideration, send your resume, including salary history and requirements or call Joan Campbell.
TUESDAY 3 PM - 5 PM
313-553-3000 ext. 292
Digital Equipment Corporation, 32985 Hamilton Ct., Farmington Hills, Mich 48018 We are an equal opportunity employer M F

DIGITAL
FULL Time office help Plymouth area. Must be good organizer and record keeper. Typing skills and adding machine. Keyboard knowledge necessary. Duties include running small computers. Limited computer experience and knowledge of Basics helpful. Supervise 1-2 employees in the future. Pleasant $800 Send resume to Box 529 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY
The person we are seeking should have 2-3 years experience, excellent shorthand and typing skills, and must be good at Mathematics. We offer an excellent starting salary and company paid benefits Located in Troy Call Mr Sands 585-8400

SECRETARY Bookkeeper, full time. Must be experienced. Resume required. Salary negotiable with experience Call for interview 421-2720

RECEPTIONIST-experienced office, co-op student graduate looking for full time work. Troy area $3.50 hour. Reply Box 222, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

TYPIST - experienced, good phone personality, for Southfield City Office. Phone 559-7515

ADVERTISING AGENCY
Beginner for assistant bookkeeper's position. Must type 50WPM and have excellent math aptitude
338-4901 Ex. 201

504 Help Wanted Office-Clerical

CLERK TYPIST
Vacation Replacements
Good typists with office experience needed for full time, temporary positions with good salaries. Apply to:
Box 526
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft,
Livonia, Michigan, 48150
An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

CASHIER-SWITCHBOARD
FULL TIME
Dealership experience helpful.
Bob Jeanotte Pontiac
453-2500

BOOKKEEPER-Receptionist for Southfield Mortgage firm. Some experience helpful. Call for appointment 358-1960

PART TIME receptionist-secretary, dictaphone, minimum 5 hrs. day to start, for small Royal Oak marketing advertising service firm. Advertising agency - media experience desired. Send sample resume to Box 563 Royal Oak, Mich 48068

ARTS & CRAFT Supplier needs girl for general office work. Good telephone manners & typing skills essential. Chance for advancement in computer order entry. 545-4600

ACCOUNTS PAYABLE wanted, experienced, will train on IBM 34, accounting background helpful. Near Metro Airport Call Sentry Insurance 942-7000

SECRETARY for attractive Troy office, excellent typing and dictaphone skills. Phone 545-1028

ARTS & CRAFT supplier needs girl for computer order entry on Singer system. Must have prior computer experience 545-4600

SECRETARY - with excellent typing ability, shorthand preferred. Full time. Pleasant working conditions. Call Denise 872-1320

GENERAL OFFICE
Full charge bookkeeping, experienced only. General ledger through trial balance, accounts receivable, accounts payable, keypunch payroll & typing invoices. Madison Heights area 588-3060

BOOKKEEPER'S ASSISTANT, with typing skills. Send brief job history and salary requirements to Box 566, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RECEPTIONIST wanted for modern suburban nursing home. Must be able to do typing and clerical. 26715 Greenfield Road, Southfield 557-0050

Home & Service Guide

DEADLINES: 4 P.M. MONDAY FOR THURSDAY EDITION / 4 P.M. THURSDAY FOR MONDAY EDITION

Accounting Service

ACCOUNTING-TAXES-ANALYSIS
Professional comptroller seeks part-time evening and weekend work in the above areas. Preferable with CPA or professional accounting firm. Top Drawer work. Call Mr. Lawrence 354-5435

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Authorized Whirlpool Service
ALL MAKES & MODELS
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All Work Guaranteed
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and TRIM SPECIALIST. Roofing, hot tar and shingles. Specializing in indoor remodeling, kitchens, recreation rooms, cabinets and floors. Heating and air conditioning. SOLELY OWNED & OPERATED by brothers PHIL & JIM RASHID. Licensed. Call anytime.
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ALUMINUM SIDING & TRIM SPECIALIST. Roofing, hot tar and shingles. Specializing in indoor remodeling, kitchens, recreation rooms, cabinets and floors. Heating and air conditioning. Solely owned & operated by brothers PHIL & JIM RASHID. Licensed. Call anytime.
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Aluminum Siding, Trim & Gutters. Custom formed trim in our Shop, not on your lawn. Licensed & insured to protect you, the Home-owner. Also Aluminum Awnings & Storm Windows.
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CUSTOM alum. trim-eaves-awnings. Florida rms. - additions - roofing - vinyl replacement windows. Free est., Lic. bldr. call after 5. 538-5998

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Complete Modernization
ALUMINUM SIDING & TRIM SPECIALIST. Roofing, hot tar and shingles. Specializing in indoor remodeling, kitchens, recreation rooms, cabinets and floors. Heating and air conditioning. Solely owned & operated by brothers PHIL & JIM RASHID. Licensed. Call anytime.
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25 YEARS EXPERIENCE
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All types Brick, Block, Cement work. Patios, Driveways, Porches, Foundations, Additions.
1st Class Work
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Large jobs or small repairs. Work myself. Licensed, bonded & insured. Free est. on quality work.
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SMALL & LARGE JOBS
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Call Tony, 427-1535
Reas. prices, quality work

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Driveways-Porches
Patios, Brick & Block
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Discounts under 300 sq ft.
If it's too small!
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Brick, block, porches, fireplaces, repair work. After 6PM
Call Tim 464-1918

STEP-PORCH-CHIMNEY REPAIR
Tuckpointing & Walks
Prompt, Efficient Service
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Patios, Driveways
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Garage & basement floors
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CALL REMO
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Brick, Block & Cement

Decarolis Cement Contractor
Experienced in all types of residential & commercial work.
Tony, 398-8560 Frank, 398-9677

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CEMENT CO.
RESIDENTIAL-COMMERCIAL
Floors-Driveways-Walks, etc.
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Driveways-Porches-Sidewalks
PATIOS-MASONRY REPAIRS
Lowest Prices on Small Jobs
Call Anytime 531-1570

P & F CONSTRUCTION
Patios, porches, sidewalks, driveways, and brick work 522-3119 or 522-7092

UNIVERSAL CEMENT
Any job, large or small. Porch, Driveways, Garage floors. Free estimate, licensed & insured.
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CEMENT WORK. Driveways, Patios, Sidewalks. We will bust out and replace. Free Estimates, Call Bill 459-5123

BLOOMFIELD CEMENT CO.
Custom patios, quality driveways, sidewalks, garage floors, Estimates. Call 9 am-6 pm 647-2024

ALL TYPES of brick, block and cement work finished to perfection. New or repairs. No job too small
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CUSTOM CEMENT - Drive-ways, sidewalks, patios. Any size or shape. 476-9832, 645-9611

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$1.95 sq. ft., 300 ft. minimum
Licensed. Patios-Driveways etc.
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FIRST PLACE WINNER of two National Awards. HAMILTON has been satisfying customers for over 20 years.
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