## Female Help Wanted 3-2E Office/Clerical

EXECUTIVE SECRETARY

To President of Education Association. Interesting, diversified work on programs in US and overseas. Activities include accounting and payroll. 7 years experience required. Able to assume responsibility. Salary commensurate with skill. Metro Airport location.

941-3770

CLERK TYPIST

Excellent opportunity for experienced typist on IBM electric, combined with good math skills.
Excellent working conditions and benefits.
For information leading to a confidential interview please call

476-9000
PERSONNEL DEPT.
9 A.M.-4 P.M. DAILY

Alexander Hamilton Life Insurance Co. of America
12 MILE-FARMINGTON RD.
FARMINGTON

A & A PERSONNEL of LIVONIA

15450 FARMINGTON RD. REGISTER WITH US FOR GOOD POSITIONS. W. DETROIT AND SUBURBS. QUALITY PLACEMENT FOR QUALIFIED PEOPLE.

CALL MRS. ELLISON 261-8140

## Female Help Wanted 3-2E Office/Clerical

Insurance Raters

One to Two Years Experience Personal lines, salary commensurate with experience, beautiful new office in Southfield, conveniently located at Lieber exit on Lodge Xway, call 356-4000, Extension 352.

ALLSTATE INSURANCE CO.
Equal Opportunity Employer

CLERICAL

Will train right person for office work. Must be accurate typist. Call Mr. D. Paquette.

DETREX CHEMICAL INDUSTRIES, INC.
868-8600
14331 Woodrow Wilson
An Equal Opportunity Employer

OFFICE HELP

Full time position for person willing to do bookkeeping and general office work. Apply in person.

WESTLAND CONVALESCENT CENTER
36137 W. Warren Rd.
Between Wayne & Newburgh

General Office

Must have experience in Accounts Receivable, Bank Reconciliations and payrolls. Farmington area. Futurmill Division. Call C. Harris, 476-6200

## Female Help Wanted 3-2E Office/Clerical

BILLING CLERK—fee paid
BOOKKEEPER, Livonia area. Fee paid ..... 450+
SECRETARY, N.W. Detroit area. Fee paid ..... $450-$500
CLERK-TYPIST, 45-50 w.p.m. Free ..... $350 month
KEYPUNCH — Belleville area. Near expressway. Free ..... $100 weekly

WESTLAND EMPLOYMENT BUREAU
18224 Farmington Rd.
Livonia
477-6481 477-5935

FEE PAID

TOP SECRETARY ..... Open
ONE GIRL Office, to $560
ACCURATE TYPIST, Excellent benefit ..350+
BOOKKEEPER Secretary Open
DICTAPHONE Secretary 500+
LEADERSHIP QUALITIES Initiative ..... 475+

WILLIAMS Personnel
Division of Williams Services, Inc.
DOWNTOWN
962-4036
NORTHLAND
One Northland Plaza
(Corner 8 Mile - Greenfield)
Suite 800
444-1516 353-1030
Many Temporary Positions Available

SECRETARY, 5000. Fee paid. Mature girl with good skills. Southfield. Call Mrs. Evans, Suburban Personnel. 477-5820

BOOKKEEPER. Full charge 1 girl office. Excellent pay. Pleasant surroundings. 901 Fairbrook North-ville, Michigan. 348-1300

AMERICAN GIRL
PAYS
TOP RATES — BONUSES
VACATION AND HOLIDAY PAY
IMMEDIATE ASSIGNMENTS FOR:
7 STENOS
6 DICTAPHONE OPERATORS
3 STAT TYPISTS
3 JR. TYPISTS
6 KEYPUNCH OPERATORS
18 FILE CLERKS
MON. 10 A.M.-7 P.M.
LIVONIA Interviews Thru 3 days
31250 Plymouth Rd., Dodge Assn. 261-1280
DEARBORN 22148 Michigan Interviews Thru 3 days
Room 205, Calvin Theater Bldg.
Ruth McGuire 565-3610
DETROIT, 200 David Stott Bldg. 962-5297

NCR Bookkeeping Machine Operator Trainees, 3 days a week for six weeks. Tireman, W. Grand Blvd area. See Beth at MANPOWER 20989 W. Five Mile. 965-7000

## Female Help Wanted 3-2E Office/Clerical

SWITCHBOARD operator with typing experience for 2 position board, involves 3 shifts with alternating weekends, good salary and fringe benefits. Plymouth General Hospital. Mrs. Fifth.

BR 3-1220, Ext. 125

KEY PUNCH OPERATORS
EXPERIENCED ONLY
Full benefits, permanent position, days and afternoons available.

563-1200

KEY PUNCH: Several temporary spots open. All shifts. Call Betty at MANPOWER. 965-7000

EXPERIENCED auto underwriter for Insurance agency in Southfield area. Call 356-5220

## 3-2F Part Time/Temporary

WORK FOR A DAY, A WEEK, OR MORE, AND WHEN YOU'RE THROUGH WE'LL HAVE SOME MORE

We Need
- STENO'S
- TYPISTS
- CLERKS
- ALL OFFICE SKILLS

Apply

TRUEMAN GIRL
32500 GRAND RIVER
476-6130

NEEDED—3 WOMEN
For profitable, part time beauty counseling service with

Vanda Beauty Counselor Cosmetics
425-5553

## 3-2G Sales/Agents

BE A "Dependable" by Fashion Outlets. Full time pay for part time work. Car essential, no investment, no delivery. Ladies wardrobe given. Manager positions available. 1-517-6149

SPARE TIME EVENINGS

Earn that extra money you need and still keep that all important job of mother and housewife. Free samples, no collecting, no delivery. Beeline Fashions, Call 728-8480.

OPENINGS for part time Fulle-ettes in Plymouth area. Flexible hours, experience not necessary. Earn $2-$3 per hour and up. For more information call Carole Knapp before 10 a.m. or after 5 p.m. 464-0931

## 3-3 Male or Female

HARDWARE CLERK
Will train.
S&W PRO HARDWARE
875 Ann Arbor Rd.
Plymouth 453-1290

MILLER BROS. REALTY CO.

Has free classes for full or part time sales people. New offices opening in Allen Park, Dearborn and Westland. Sales people needed with without experience. Go where the action is. We pay 80% commission on cash outs. Salary or draw to those who quality. Call

582-8080
MR. VanBLACK

COOKS and WAITRESSES
Part time and week-ends. Call after 3 p.m.
HEFFNER'S
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Plymouth

The Real Estate PROFESSION SPELLS $$$$

DO YOU ASPIRE FOR ABOVE AVERAGE EARNINGS?

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Some of the highest salaries are earned by real estate salesmen.
Classes starting soon. Competent instructors and on the job training.

DON'T WAIT

Let us put you on the road to unbelievable earnings today. Call Al Colucci.

Bruton Spencer Co.
VE 8-4000

PRODUCTION CONTROL
Order follow ups, will train.
Anchor Coupling, Inc.
377 Amelia, Plymouth
An Equal Opportunity Employer

## 3-3 Male or Female

DISHWASHERS
Day and Night Shifts
Apply in person
Farmington Big Boy
20788 Farmington Rd.

SHORT ORDER COOK
Apply After 4 p.m.
ANGELO PIZZERIA
30785 ANN ARBOR TRAIL
WESTLAND

REAL ESTATE

Sales opportunity in active Farmington office. Excellent commission. Member Multi-List. We will train you for sales and listings.

DATES & MORNINGSTAR
476-4810

FOOD SERVICE CENTER SUPERVISOR

An experienced Food Processing Supervisor is needed in our new and modern Manufacturing Complex, located in Livonia, Michigan.
Our Supervisors experience excellent working conditions and share in our fringe benefit program.
This is an excellent opportunity to enter Allied Supermarkets, the fastest growing company in Michigan. We offer top wages.
Apply in Person

Allied Supermarkets Inc.
12201 Merriman Rd.
+2 Miles N. of Plymouth Rd.
Livonia, Michigan
An Equal Opportunity Employer

CARETAKER couple, experienced preferred but will train. 2 bedroom apartment, plus salary. 453-2144

STUDENTS
To take orders on new Christmas gifts. Real money makers. Call Mrs. Brooks, after 6 p.m. 261-9652

## 3-3B Situations Wanted Female

MOTHER desires working hours. Six Mile - Telegraph area. Your transportation. 532-7252

BABYSITTING, Ann Arbor-Sheldon area. 1-5 years old. Experienced references. Days only. Joyce. 453-0191

## 3-8 Situations Wanted Female

WOMEN'S and children's alterations done in my home. 261-0728

BABYSITTER, for preschooler, my home or home, experienced care. Playmates 5 Mile/Beech Daly area. 533-0347

## 3-10 Education, Institution

TUTORING Service, qualified teacher. High school math or sciences. 533-0683

PIANO, Organ (theory or harmony) lessons. Popular or classical. Home or studio. GR 6-3749 or 261-7820

KEY PUNCH OPERATORS IN DEMAND
Train Now!
Free Job Placement
LOW TUITION
261-6320
LIVONIA BUSINESS MACHINES INSTITUTE

PIANO lessons in teacher's home. Children, adults. Off Plymouth Rd. between Beech Daly and Inkster. 538-1125

CERAMIC lessons. Monday thru Thursday, 7-11 p.m. 503 Parkview Dr., Plymouth. 459-1630

PIANO and organ teacher, your home or mine. Children - Adults. Southwest Livonia area. GR 4-533

## 4-1 Personals

ANYONE owe you money? Let us collect for you.

SPIRITUALIST READER and advisor on all matters of life. Call for an appointment daily and Sunday, 9 a.m. - 10 p.m. 612-0017

## 4-2 Lost & Found

LOST, Fox hound, vicinity 7 Mile and Inkster, white with brown and white spots, male, name "Jack". Reward. 533-2417

FOUND, Children's glasses, black horned rimmed. Near Red Barn Wonderland Center. 425-1610

LOST, Large noisy male Siamese cat. Missing since Oct. 26. Plymouth area. Answers to "Peter". Reward. 459-7225

## 4-5 Card of Thanks

THE family of Charles S. Matthews wishes to extend their appreciation to neighbors and friends and especially to Rev. John L. Drummond for the many kindnesses shown during their recent bereavement. Mrs. Charles S. Matthews and family.

WE WISH to thank our many friends and relatives, and Schrader Funeral Home, for their kind expressions of sympathy during our recent bereavement. Our thanks also to Rev. George Neun for his comforting words. A special thanks to the Nurses and Aid's at the Hendry Convalescent Home, where our mother was for the past year.
The family of the
late Mrs. Gene Cieslak

## 4-10 Child Care

WILL care for children, while mother works days, your transportation. Vicinity of Hix, Joy Rds. 453-8722

## 4-11 Home Services

HANDY man. Carpentry, recreation rooms finished, home repairs, alterations. Reasonable. "No Job Too Small."
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CUSTOM drapes. Beautifully made to order, reasonably priced. Free installation. PA 1-3411

M. GORELICK PROFESSIONAL PAINTING-DECORATING
Residential and Commercial
Custom Work Guaranteed
474-0911

## 1-12 Personal Services

POLISH rest of arms research. For information write T. Radzinowski, 1001 Vaughn, Ann Arbor Michigan 48104.

## 3-1 Antiques For Sale

SECRETARY, rockers, chests, sets of chairs, settee and 2 chairs, hand carved, iron and tin toys, brass, copper, silver, large and small tables, all types good glass, primitives, skates, Beams and Avons, stereotypes. Many miscellaneous items. Must see. Also 4 head Dual tanks. Full instruments. Full canvas. Must sell.
348-7098

## 5-5 Building Materials

WOOD WINDOW MANUFACTURER
Quality aluminum windows and patio door distributor. We invite you to visit our display room before building.
PARKS WINDOWS, INC.
12283 Merriman Rd., Livonia
KE 4-4957 GA 1-2183

## 5-4 Boats & Motors

TIE UP TO OUR DOCK

Your close to home Dry Land Marina. Inside heated berths. You schedule in, you schedule out. Have your repair and maintenance work completed during winter layup. Our dock and ways are located on Ann Arbor Rd. between Haggerty Rd - Lilley Rd. Areas available for Trailer homes, Mobile homes and Campers

KENNY, INC.
42331 Ann Arbor Rd.
Plymouth, Mich.
455-0370

CRUISER, INC., 20 ft., 100 h.p. inboard - outboard, holding tank. Completely refinished this year. Sound but. Complete with trailer. Sacrifice. After 5 p.m. 534-0961

1969, 18 ft. fiberglass, 168 hp inboard, outboard, 60 hours, complete accessories, highest bid. Hours 5 p.m. 965-3900. Ext. 8522. Mr. Holden. After 7 p.m. 851-3361

17 FT. CHRIS-CRAFT. Hull needs work. Motor runs like new. $450. GL 3-4297

SEA-RAY, 1968; S.R. V-19, 160 inboard-outboard. Sleeps 4, head. Dual tanks. Full instruments. Full canvas. Must sell.
348-7098


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- TIMBERS
- MARBLE
- GRAVEL
- LAVA
- LIMESTONE
- RAILROAD TIES

8 MILE LUMBER
8 MILE AT MIDDLEBELT
GR 4-4922
8-7 DAILY 9-4 SUNDAY



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COMPLETE HOME IMPROVEMENT
Free Estimates FHA Terms
COMMERCIAL and RESIDENTIAL
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- CEILINGS
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ELECTRICAL AND PLUMBING
ROOFING AND SIDING
CAPRI MODERNIZATION
Free Planning and Designing Service
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1-6 p.m. Daily

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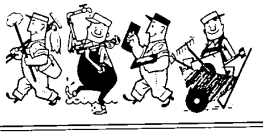
Call Mrs. Thayer at 422-0900, 9 a.m. to 5 p.m. Daily to List Your Business in This Directory



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HOME OWNERS only. Fill in this ad with name, phone no. & zip place. Richard J. Whitt. No Immediate Service. 476-1129

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DO IT YOURSELF AND SAVE
Complete line of Aluminum
Special trim, gutters, storms, screens Siding Reynolds, 1st grade H.B. 52¢ per sq.
VIKING ALUMINUM
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FOLEY Aluminum Siding
ROOFS ● GUTTERS ● TRIM
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ALUMINUM TRIM SIDING AND GUTTERS
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Storm & Screen Windows
DOORS, any size, custom made. Free Estimates. 427-4497

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Brick, Block Licensed & Bonded
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Driveways, patios, block and brick work. 535-4392 Ray Provencher 261-4230

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CEMENT work, floors, foundations, patios, drives, block, brick, fireplaces. Richard J. Whitt. Aft. 6 p.m., GA 2-1842

Anything in Concrete
Drives, garages, slabs, patios
100% VERSTILE
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Deal direct with cement man, get little better job for a little less money. driveways, patios, floors, etc. LO 4-4883, 476-5265.

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Porch and chimney repairs, small cement jobs. GA 2-2649

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Family Rooms and Kitchens
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- ADDITIONS
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Not just price, no gimmicks—just honest-to-goodness value for your hard earned dollar. To arrange for free estimate at your convenience

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Cover with WOODGRAIN FORMICA
Also new cabinets, counter tops, doors and walls. 421-1250

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HOME Remodeling. Repairs and additions, work on the job myself. Free estimates, evenings. 477-5970

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EXPERT CARPET INSTALLATION
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BETTY BRITE AUTOMATIC CLEANERS
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Beds and fabrics available
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RETAIL EXPERIENCE
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Graduate Seamstress. Mrs. Connolly
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Repairs - Ranges, dryers, Electrical hot water heat ex. service & panels
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Ranges, Dryers, House Power
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Reasonable
Free Estimates Guaranteed
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Additional work. Small jobs and repairs. Reasonable evenings.
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Water and Sewer Lines
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Fast service on repairs and installations
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VINYL. 54¢ per SQ. YD.
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REMOVING furniture finish can leave you heartsick. Our business is doing the right work.
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YPSILANTI 482-1741

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On Old or New Garages
Center Posts Removed
Wider Doors Installed
Electric-openers Installed
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65¢ PER FT.
Installed Heavy gauge 5" white alum. gutters. Guaranteed. D & H Alum. 421-7099. 464-0090

SEAMLESS GUTTERS
5" Aluminum, no seams means no leaks. Custom made to fit your home. Free estimates.
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GUTTERS AND DOWNSPOUTS
white, black, brown
5" Reynolds Aluminum
Heavy Gauge 75¢ ft. Installed
Custom Alum. Siding and Trim.
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DO MY OWN work with own equipment. Will INSULATE your home for LESS. Free estimates.
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SPOTLESS JANITORIAL SERVICE
Experienced in offices, stores, residential. Dependable, insured, free est. 533-0307 or 464-0732

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TOPSOIL, FILL DIRT DELIVERED
WHOLESALE, RETAIL
H. E. Edwards & Sons KE 2-2345

SOD
H. E. Edward & Sons is now taking orders for delivery of Ad Mellon Sod. KE 2-2345, KE 2-2346

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100 Acres Sod, Shrubs, Trees, etc.
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Merion Blue sod or peat. Sod delivered and sod laid. Free estimates
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A-1 Merion sod, laid or delivered.
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Firewood, $21 cord; sand & gravel. Topsoil. GR 4-0404

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Growers and installers of finest quality lawn. Complete grading and laying. Free estimate, fast service, work and materials guaranteed.
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Old lawns removed and replaced with Class A Merion Blue Sod.
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White limestone, pea stone, 60-40 lawn-type alum. fine sand, mason sand, fill dirt, topsoil, bag cement, redimix, mortar.

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