## 504 Help Wanted Office-Clerical

Insurance-Experienced Only
**AGENCY POSITIONS**
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial Lines Personal Lines
CSR's-Marketing-Claims-Raters
**CONCORD PERSONNEL**
19500 Hallfield Rd. 478-2200

Jr. - Sr. word processors and trainees with IBM Display Write 2.3, Word Perfect, Word Star or Multimate for large, well known Bloomfield Hills company. $14000 min. Call Mary Ann at Uniforce 646-7882

LEGAL SECRETARY - Part time for Bloomfield Hills law firm. Evenings & weekends. Word processing required. Call Joyce. 647-1212

LEGAL SECRETARY for Southfield insurance defense firm. Experience mandatory, interesting cases, great equipment, congenial atmosphere. Call Patty 352-9500

LEGAL SECRETARY
Permanent part time position in P.M./Mid Mail firm. Flexible hours. Minimum 3 yrs. exp. required. Call David: 354-2500

LEGAL SECRETARY - Challenging position for Southfield office. 5 years experience, with personal injury firm in town center building. Southfield. Highly motivated, good benefits. A working conditions. Call Cheryl at 353-1550

LEGAL SECRETARY
Experienced Litigation law firm. Good pay & benefits. Send Resume to P. O. Box 855, Bloomfield Hills, MI. 48303-0855.

LEGAL SECRETARY
Birmingham law firm looking for part time legal secretary with 0-2 yrs. word processing experience. Hours flexible. Steve 433-3340

LEGAL SECRETARY
Competitive salary. Experienced in insurance defense and word processing. Troy. Call, Office Manager 646-1530

LEGAL SECRETARY
EXPERIENCED, full time for Birmingham Law office. Word processing experience helpful. Salary commensurate with experience. Contact Marilynn or Lorri at 258-4984

**LEGAL SECRETARIES TEMPORARY PERMANENT**

Can you use more money? Are you seeking new challenges? Would you like to see some new faces? Wish you worked closer to home?

Whatever your reason for seeking change, we can help. Call us a lot of ways searching for talented legal secretaries to refer to our broad base of attorney and corporate clients.

Whether you prefer permanent, full time employment or enjoy the variety of temporary assignments we'd love to talk with you.

Call us ... we just might have you in a new permanent or temporary position by next week. Demand for your skills is very high.

There is never a charge to you for our courtesy and professional placement assistance. After hour appointments available.

**PERSONNEL AT LAW**
3000 TOWN CENTER, SUITE 2540
Southfield, MI 48075
Southfield 352-3060 Detroit 963-4165

## 504 Help Wanted Office-Clerical

LEGAL SECRETARY
Fully automated Bloomfield Hills law firm needs experienced legal secretary for personal business & estate planning practice. Minimum 80 WPM, good benefits, salary commensurate with experience. Call 645-9400, ext. 306

LEGAL SECRETARY - experienced, (minimum of 2 years in litigation environment). Entry position for large corporate defense firm located in downtown Detroit. Minimum typing speed of 70wpm required. Excellent benefit package. Salary commensurate with experience. Please send resume and salary requirements to Mary Ann Vercuyssse, Butzel, Long, Gust, Klein & Van Zile, 1881 First National Bldg., Detroit, MI 48226.

**LEGAL SECRETARY**
**$20,000 FEE PAID**
This prestigious Troy firm is ready to hire. Share skills in word processing needed. Full benefits. Call 649-5900.
**SNELLING & SNELLING OF TROY**

**Legal Secretary**
FEE PAID/$18K-$22K
Large firm needs secretary with 70+ wpm, 90+ shorthand with 5 years legal experience. Excellent benefits.
**Personnel Systems**
459-1166 761-5252

**LEROY'S JEWELERS**
Due to the rapid expansion of our warehouse facility in Troy, we have immediate full and part time office positions available for our stores in Southland Center & Westland Center. Ideal candidates will be self-starters, motivated and enthusiastic. We offer a competitive salary and benefit package. Incentives and opportunities for continued career growth. Apply in person anytime between 10 am & 9 pm., at one of the following locations:
**LEROY'S JEWELERS**
**Southland Center**
Taylor, MI
**Westland Shopping Center**
3500 W. Warren Rd., Westland

LICENSING - Dedicated, meticulous individual needed to possess and update commission contracts, state agency licensing and other requirements with accounts. Experience very helpful but not essential. Reply to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

NATIONAL PAYROLL company seeks payroll specialist/customer service representative. Must possess good math aptitude skills & a strong desire to provide customer satisfaction. Knowledge of payroll & related taxes and forms helpful. Typing and 10 key experience a must. Please send resume to Paychex, Inc., 30777 Northwestern Highway, Farmington Hills, MI 48018. Attention: Personnel.

PAYROLL CLERK
Motivated individual with 2 years experience, preferably with ADP processing. Timely handling of payroll disbursements and reports. Send resumes and salary history to: Personnel, P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

**PERSONNEL CLERK**
We have an Entry Level position available in our Personnel Department. We are looking for an accurate, detail oriented person to set up appointments, handle workers comp. claims, orientation of new employees, light typing & filing. Associates in Business or related experience in Personnel helpful. Please send resume WITH SALARY REQUIREMENTS TO: Personnel Department, AMERICAN YAZAKI CORPORATION, 6700 Haggerty Road, Canton, Mich. 48127.

No phone calls please!
An Equal Opportunity Employer

PRINTING COMPANY needs general office help. Light bookkeeping, phone answering 20 hours per week. $6/hour. 541-6202

## 504 Help Wanted Office-Clerical

LEGAL SECRETARY
Bloomfield Hills general law office. Prior legal & word processing experienced desired. Salary commensurate with experience. Please send resume to Box 313 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
with minimum (3) years experience in Workers' Compensation Defense & Litigation. Helpful. Responsible for 2 Attorneys' work. DW2 Word Processing & Computer knowledge helpful. Typing: 50 WPM minimum. Corporate benefits. Call 748-0000

NATIONAL CO. is seeking creditworthy individual to handle account receivable for some college preferred. Good verbal & writing skills a must. Flexible hrs. Call Harry between 4:30pm-5pm 442-8409

OFFICE/CLERICAL person needed. High school education. Emphasis on responsible person to handle detailed paper work. Call 647-0944

OFFICE DATA PROCESSOR
Experienced only. Excellent career opportunity. Top salary & benefits. Call Bill 565-5600

OFFICE MANAGER-5 years
Southfield Office of Fortune 100 Co. has immediate opening for experienced, highly motivated person to perform duties at Word Processing Unit Leader & Secretary to Director of Finance. Involves supervision of 3 Word Processors, using IBM System/2 equipment. Need proofreading skills, good math aptitude. Knowledge of Word Perfect preferred but not necessary. Supervisory experience helpful. Please send resume, with salary requirement, to: Office Manager, Box 324, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

OFFICE SERVICES CLERK
Southfield company seeks mailroom/shipping/receiving clerk. Candidates will be responsible, energetic, dependable and maintain a good driving record. Some heavy lifting required. Must be willing to work flexible hours including some evenings and Saturdays.
Call 353-3311, ext 217

PARALEGAL
wanted for Farmington Hills Litigation firm. Experience required. Call Ms. Rubin 855-2110

NATIONAL PAYROLL company seeks payroll specialist/customer service representative. Must possess good math aptitude skills & a strong desire to provide customer satisfaction. Knowledge of payroll & related taxes and forms helpful. Typing and 10 key experience a must. Please send resume to Paychex, Inc., 30777 Northwestern Highway, Farmington Hills, MI 48018. Attention: Personnel.

PAYROLL CLERK
Motivated individual with 2 years experience, preferably with ADP processing. Timely handling of payroll disbursements and reports. Send resumes and salary history to: Personnel, P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

**PERSONNEL CLERK**
We have an Entry Level position available in our Personnel Department. We are looking for an accurate, detail oriented person to set up appointments, handle workers comp. claims, orientation of new employees, light typing & filing. Associates in Business or related experience in Personnel helpful. Please send resume WITH SALARY REQUIREMENTS TO: Personnel Department, AMERICAN YAZAKI CORPORATION, 6700 Haggerty Road, Canton, Mich. 48127.

No phone calls please!
An Equal Opportunity Employer

PRINTING COMPANY needs general office help. Light bookkeeping, phone answering 20 hours per week. $6/hour. 541-6202

## 504 Help Wanted Office-Clerical

PROGRAMMER/ANALYST
Immediate openings. A multi million dollar New York Stock Exchange Co. is in need of data processing professionals (20 positions available). Requirements: 2+ yrs. of COBOL or RPG II. Contact Ms. Carter at 25800 Northwestern Highway, Ste #885, Southfield, MI. 746-0200

NATIONAL PAYROLL COMPANY
Seeks a Receptionist/Secretary for busy front office. Must possess good typing skills & be customer service oriented. Ideal candidate must have an outgoing personality with the desire to greet people with a smile. Please send resume or apply in person at: Paychex, Inc., 30777 Northwestern Highway, Suite 200, Farmington Hills, MI 48018.

**RECEPTIONIST**
For Birmingham law firm. Full time. Some legal preferred. 644-5410

RECEPTIONIST
Experienced receptionist needed for busy CPA office in Farmington Hills. Call Rosina at 851-3300.

RECEPTIONIST - mature, responsible person needed for Farmington Hills beauty spa. Make-up artist. Call Debbie 855-0478

RECEPTIONIST Secretary position with Word Star word processing experience for busy Farmington Hills office. 478-7705

RECEPTIONIST position. Full or part time. 810-115 per hr. Some general office duties included. Call Renee 10am-2pm 353-0925

RECEPTIONIST, reliable & dependable. Some computer knowledge helpful, will train. Farmington Hills. Call Nancy: 471-5850

RECEPTIONIST - For small law firm in Southfield, experience preferred but not necessary. Light typing, own transportation. 557-2620

RECEPTIONIST needed for Troy law firm; must have excellent phone manner, good personality and typing skills. Salary commensurate with experience and ability. Call Diane 649-1000

RECEPTIONIST - Looking for well organized individual with pleasant phone manners to answer phone system in busy Southfield publishing office. Ideal candidate will work well with others. Experience helpful. If interested call Bob at 557-9530

RECEPTIONIST/CLERK
To handle general office duties, typing; organizational skills & problem solving ability. Computer experience. Computer experience helpful. Please apply in person at 31 W. Maple, Call between 8:30am-5pm, 582-4492

**RECEPTIONIST**
Southfield advertising firm has immediate opening for a Receptionist. Must be flexible, organized, enthusiastic and enjoy working with the public. Excellent phone, filing and typing skills (55wpm) a must. Position requires general office work. Salary open, excellent benefits. Call Dana at 262-1200.

RECEPTIONIST/TYPIST
Part-time, flexible hours. Farmington area. 478-8494

RECEPTIONIST/SECRETARY - full time position. Town Center Office Bldg. Southfield 358-5080

RECEPTIONIST for Troy corporation, some experience in Rom, Dominion, Executive, or any board helpful, growth opportunity, call Lee at Uniforce 646-6162

RECEPTIONIST - for advertising corporation in Troy, type 60 wpm, excellent phone manner, light bookkeeping, helpful. $15,500 with benefits. Call Holly at Uniforce 646-7664

## 504 Help Wanted Office-Clerical

RECEPTIONIST with light typing. 8:30-4:30. Mon thru Fri. Call Mr. Weiss at 558-4350

RECEPTIONIST/TYPIST
for Farmington Hills office. Prior experience. Full time position. Contact Cindy, 471-5065

RECEPTIONIST/SECRETARY
Light typing, light work in office procedure. Must handle phone in professional manner. 12 Mile/Telegraph Area. Call 8AM-3PM 844-8266

RECEPTIONIST/SECRETARY
For executive multi-tenant facility. Switchboard experience a plus. Salary and benefits. Send resume to: RS, 200 E. Big Beaver, Troy, MI 48083

RECEPTIONIST/TYPIST
With good communication skills. Required by 80 year old established firm. Competitive salary & benefits. Mail resume to: Attn. A. G., PO Box 9007, Livonia, MI 48151.

RECEPTIONIST/SECRETARY
for Southfield Construction Co. Career-oriented individual. Typing skills necessary. Front Desk position. Communication skills & appearance important. 358-5115

**RECEPTIONIST**
Part time for Optometrist Office, 12 Oaks Mall. Will train. Flexible hours. Approximately 20 hrs. per week. For further information phone 349-3377

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/General Office Clerk with pleasant phone manner and friendly personality. Hours are 10am to 7pm, Mon. thru Fri. Salary commensurate. P.O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

**RECEPTIONIST/ SWITCHBOARD**
$20,000 FEE PAID
Choice N. suburbs. Professional atmosphere. Need people personality and excellent grammar. 399-3450.
**SNELLING & SNELLING**

**RECEPTIONIST/ SECRETARY**
Need good skills and ability to work under pressure in busy office. Employer paid fee.
**DAVIS-SMITH**
MEDICAL PERSONNEL SERVICE
557-7200

SALES ORDER entry position with small automotive after market manufacturer with corporate headquarters in downtown Birmingham. Candidates must have excellent verbal communication skills. Position requires extensive contact with vendors & some light accounting. Competitive wages & full benefits. Send resume and salary requirements to: Box 330, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LITIGATION LEGAL SECRETARY
full time experienced, Southfield firm law firm. Good pay & benefits. Call 647-0414

DONT RESPOND TO THIS AD
Unless you love to work. We are a busy office in NW Detroit. We need a secretary/receptionist with a very professional voice, great enthusiasm & reliability with typing skills at least 50 wpm. This company is growing fast & the job is important job. It quality call between 9-3 30.
538-5250

AN EXCELLENT OPPORTUNITY
For a sharp Secretary with strong typing and clerical skills! $16,000 - fee paid! Super benefits. 399-3450.
SNELLING & SNELLING

## 504 Help Wanted Office-Clerical

**CAREER OPPORTUNITY**
for top Accounting Secretary! To $17,500. Benefits plus plush suburban location. Fee paid. 399-3450.
SNELLING & SNELLING

**DEPARTMENT SECRETARY**
Immediate opening for an individual having 2-3 years previous office experience plus a good figure aptitude. This position will be responsible of exercising mature judgement, wide working knowledge of office environment & have the ability to prioritize assignments. Additional requirements are typing 55/60wpm & typewriter. Excellent benefit package including medical, dental, prescription & tuition reimbursement. Reply to:
DEPARTMENT SECRETARY
P.O. BOX 2027
SOUTHFIELD, MI 48037

SECRETARIAL- Accounting firm in Madison Heights. Receptionist, phone, appointments, detail oriented, heavy typing, filing, some bookkeeping. Must be a self-starter & work well alone. Reply to Box 318, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

SECRETARIES
Many openings in our Plymouth headquarters. Great opportunity. No experience necessary but must have aptitude for detail with adequate shorthand 80wpm. Send letter and resume to:
Director of Personnel
9135 General Drive
P.O. Box 307
Plymouth, MI. 48170
An Equal Opportunity Employer

SECRETARY/ASSISTANT
Southfield company needs an energetic, experienced secretary, able to handle a heavy weekly workload with administrative capabilities, knowledge of computer systems and organizational skills. Qualified applicants reply to P.O. Box 300, Southfield, MI 48037 or call 353-3311, ext 217

SECRETARY/CLERK
Part time. Experienced secretary with Novi based ambulance service. Flexible hours. Accounting typing and strong organizational skills required. Contact:
Ms. Marilyn 344-1990

SECRETARY - Country Club seeks person to handle all correspondence, typing, weekly payroll, semi-annual roster/rule book, meeting minutes & monthly activities summary. Shorthand & must, benefits. 855-1800

SECRETARY
Energetic, intelligent person with good secretarial experience and math aptitude needed for a girl office. Must be bright, cheerful & willing to work. Good salary, weekly salary history to: Nectune Water Meter Company, 106, 117 Farmington Rd., Livonia, MI 48154.
An Equal Opportunity Employer

**SECRETARIES RECEPTIONISTS WORD PROCESSORS**
SNELLING TEMPORARIES WANTS YOU
WE OFFER:
Flexibility
Same week pay
Referral bonuses
Insurance Program
CALL
557-5700
SNELLING TEMPORARIES
NEVER A FEE

## 504 Help Wanted Office-Clerical

SECRETARIAL - EXPERIENCED
Full time position in Property Management Office. Typing & office skills required. Pleasant working. Send resume to P O Box 2794, Southfield, MI. 48037.

SECRETARY - part time needed to work in office approximately 15 hours per week. College or clerical background preferred. Good typing & conditions for right person. Please send resume to: Box 324, 33558 Schoolcraft Rd., Livonia, MI 48150. No phone calls please.

**SECRETARIAL SUPERVISOR**
Looking experienced, career minded individual to supervise clerical staff of 10 to 15. Must have excellent communication skills & management skills. Type 60wpm, computer experience helpful.

You must be able to work in a busy, diversified office environment. You will hire, train, assign job duties, organize & design problem solving systems. You will interact with upper level management & interface with other departments on growth & problem solving matters as well as day to day operations.

You must be able to dedicate what ever time is needed to insure a smooth office operations. You will be a management team member.

Competitive pay with full fringe benefits are the benefits we extend candidate for this challenging but rewarding position.
Submit resume & salary requirements to: Midwest Marketing Group, 17117 8 Mile Rd., Suite 325, Southfield, MI 48075.
Attention: Management

SECRETARY
Entry level position with major financial institution. Excellent benefits. Typing, word processing & organizational skills required. Send resume to: IBM Credit Corporation, P.O. Box 1790, Troy, MI 48099
An Equal Opportunity Employer

SECRETARY for international corporation, type 55 wpm. IBM PC knowledgeable. Must be able to deal on international level. salary $18,000 plus benefits, call Amy At Uniforce 646-8500

**SECRETARY**
Good opportunity with growing national real estate company.
Requires shorthand, word processing, light typing, excellent organizational, telephone and organizational skills. Real estate experience a plus. Salary range $18,000 to $19,000. Please send resume to:
UNIPROP
280 DANES ST.
BIRMINGHAM, MI. 48011

**SECRETARY**
Opportunity for a mature Secretary with good administrative skills and at least 3 years experience. Office located in the N.W. section of Detroit. Must be capable of managing own time and work assignments with a minimum of direction. Should be well poised, self-assured and have excellent secretarial skills. Individual should be able to work in a fast-paced work environment. Competitive salary and an outstanding benefit program. Respond by calling 270-1295 or 270-1296, Mon. thru Fri., between 9 am & 4 pm.

## 504 Help Wanted Office-Clerical

RECEPTIONIST- CLERK TYPIST
Typing, Data operator, Typing, filing, good phone voice. One year experience. Benefits area. Ask for Ivory 348-6333 2pm-

## 504 Help Wanted Office-Clerical

SECRETARY/BOOKKEEPER
(11) Civil Office for Investment Management Co. Experience needed. Start immediately. Call 10am-2pm. 855-1545

## 504 Help Wanted Office-Clerical

**JOIN US NOW**
We have immediate openings for:
- SECRETARIES
- WORD PROCESSORS
- CLERKS
- TYPISTS
- TELEMARKETERS

Top Pay — Merit Increases
Health Insurance — Bonuses

**CORPORATE PERSONNEL SERVICES, INC.**
**478-1010**

# Clerical Opportunities
## Consumer Loans

Empire of America has immediate clerical openings in our Consumer Loan Department for Loan Processors and Credit Investigators.

Good typing skills (50 wpm), data entry and/or word processing experience and excellent telephone communications skills are required. Previous loan processing/credit investigation experience is helpful, but is not required.

We offer an excellent salary and benefit package. Interested applicants please submit resume or apply in person between 9am and 4pm at Empire of America, 24700 Northwestern Hwy., Suite 306, Southfield, MI 48075.

the Best in America
**Empire of America**
Federal Savings Bank
Equal Opportunity Employer M/F/H/V

# HOME & SERVICE GUIDE

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

## 9 Aluminum Siding

ALUMINUM SIDING & TRIM
Seamless gutters, vinyl replacement windows. Quality work with pride. Morning Construction. 427-0748.

**LOWEST PRICES**
Alum. Siding & Gutters Installed & Cleaned. Roofing & related work. 471-2600

## 10 Antenna's

ANTENNA SERVICE
Repair - Upgrade - Relocate Installations and additional TV outlets. 266-3818

## 24 Basement Waterproofing

All Types of Waterproofing
Guaranteed - Free Estimates
Call Randy 476-1555

BASEMENT LEAKS REPAIRED
Drains & Sump pumps repaired
30 YEARS EXPERIENCE
Earl H. Jensen 474-6324

**WET BASEMENT PROBLEMS?**
NATIONWIDE SINCE 1958
FULLY WARRANTED
LICENSED & INSURED
**B-DRY SYSTEMS**
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MACOMB — WAYNE — OAKLAND

## 27 Brick, Block, Cement

EMH CONTRACTING INC
Cement & Masonary
All Types
•Driveways •Walks •Patios •Steps •Footings •Porches •Floors •Waterproofing •Residential •Commercial •Industrial •Fast, efficient •Licensed •Insured •Backhoe work
WORK MYSELF FREE ESTIMATE
348-0068

**LOW PRICES**
ALL TYPES 30 YEARS EXP.
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## 33 Bldg. & Remodeling

★ KITCHENS ★
Work Myself
Cabinet Refacing
Formica Counters
326-5025

A FAMILY BUSINESS
**RON DUGAS BLDG.**
•A PERSONAL TOUCH•
KITCHENS, VANITIES, COUNTERS
BASEMENTS, DORMERS, REPAIRS
VINYL & PELLA WINDOWS
Lic. & Insured 28 Yr. Resident
**421-5526**

ALL SEASON BUILDERS
• 20% DISC. • LIMITED OFFER
• ROOFING
• SIDING
• KITCHEN
• BASEMENT REMODELING
• INSTALLATION REPAIRS
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**BASEMENTS**
and other remodeling.
Midwest Restorations 646-8737

CARPENTRY & PAINTING
Decks, roofs, siding, gutters, rough & finished carpentry. All phases of construction, all work guaranteed. Lic. & Insured. Free Est. 661-0717

**COMPLETE MODERNIZATION**
PRICED WITHIN REASON
COMPLETED TO PERFECTION
**CUSTOM KITCHENS**
Let remodel your existing Cabinets
• FORMICA TOPS • RECROOMS
WORK MYSELF
D. BOWYER eves. 591-3673

## 33 Bldg. & Remodeling

**COUNTER TOPS**
**Cabinets**
**All Modernization**
Rec rooms • Reasonable
Frank Rashid 474-5652

## 40 Carpentry

CRAFT CONSTRUCTION
Complete Remodeling
Design and/or Build
John Deutschman 422-3821

**C & S BUILDING**
Custom remodeling, additions, basements, kitchens, tile & oak floors, etc. You've tried the rest, now call the best!Lic/Ins
248-7487 360-2773

**CW DEXTER CONST.**
All Carpentry Repairs
Additions • Insurance Repairs
Wood Decks & Roofing
15 Yrs. Exp. Free Est.
Lic. & Ins.
**553-3552**

**D.M. ZECCHINI, Inc.**
**Home Improvements**
**Kitchen/Bath/General Countertops In Ceramic, Tile or Formica**
Lic.- Ins. 525-0369

HOME SERVICES YOU CAN TRUST!
Remodeling? Repairs? Decorating?
Painting? • Quality work.
Excellent References • Reasonable
Call: 8am-6pm 534-8178

**IT COSTS NO MORE ...to get**
**1st class workmanship.**
FIRST PLACE WINNER of two National Awards, HAMILTON has been satisfying customers for over 30 years.
You deal directly with the owner. All work guaranteed and competitively priced.
• FREE Estimates • Designs
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• Porch Enclosures, etc.
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Call 559-5590...24 hrs.

KITCHENS, Baths, Counters
Cabinets, new or reface. Free estimates. Complete Custom Concepts. 421-2358

REMODELING & REPAIRS
WOOD DECKS
REPLACEMENT WINDOWS
SIDING & TRIM
COMPLETE HOME IMPROVEMENT
LICENSED CALL JOHN - 522-8401

## 39 Carpentry

A KITCHEN SPECIALIST
Refacing or New Cabinets
Formica Counters
Dishwasher Installation 726-7910

ALL TYPES OF CARPENTRY
Excellent workmanship - reasonable prices. 30 yrs. experience. Call after 6PM. 525-7581

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Home Repairs - Improvements
Rough & Finish Carpentry, etc.
Work guaranteed - Free Est.
Call Mark 537-9692

SARRYS CARPENTRY SERVICE
10 yrs. exp. References. Remodeling specialist. Kitchens, bathrooms, closets. Winter rates. Work guaranteed. 476-8458

CARPENTER, who teaches Industrial Arts desires Weekend jobs.
Licensed & Insured Builder
348-5096

CARPENTRY - FINISH or ROUGH.
Additions, kitchens, dormers, closets & basements. Reas. Free Est. Lic. "No job too small." 532-3563

CUSTOM CARPENTRY by Harry Eastern. Licensed. 20 years experience. Commercial & residential. Kitchen experts. Free est. 549-3650

GUY or Ken Lic.-Ins. Carpenter work-steel replacement doors, decks, windows, storm doors, alum siding, roofs, gutters, etc. 937-2390

## 39 Carpentry

**Low Price Repairs**
Carpentry, remodeling, roofing, plumbing, painting.
Free Est. 476-2600

SMALL ADDITIONS & REPAIRS
Basement Conversions
16 yrs. experience
Call Jerry Evenings 532-5148

## 42 Carpet Cleaning & Dyeing

A ALPINE FRESH CARPET - steam cleaning special - 2 rooms & hall, $30, one chair free. Any sofa $25, loveseat $20. Any chair $15. Peak of clean. 422-0258

**LOW PRICES**
Rug Cleaning, Installing, Floor Stripping, Polishing, Refinishing. 471-2600

## 44 Carpet Laying & Repair

ALL INSTALLATION & REPAIRS
Pad avail. All work Guaranteed. Ref. 3 Yrs Exp. Call Dave 421-8520

## 55 Chimney Cleaning

Caps & Screens installed
MILLER'S CLEAN SWEEP
PRE WINTER SPECIAL
Save $$ or more... 525-0235

**CHIMNEYS**
**CLEANED & SCREENED**
427-3961

HIGH HAT CHIMNEY SWEEP
Raincaps, Dampers, Repairs
Guaranteed no mess, insured.
Licensed (#2778) 531-6331

## 56 Chimney Building & Repair

**Beat Any Price**
All Types of Chimney Work
Free Est. 534-2600

CHIMNEYS • PORCHES
BRICK RESTORATION
Rebuilt, Repaired, Leaks Stopped
Tuck Pointing, Flashings, Cleaned & Screened. 34 Years Guaranteed. Free Estimates, Licensed, Insured. 629-2733 552-5164

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Repaired or built new. Screened Cleaned. Roof leaks stopped GUARANTEED! 427-3981

## 62 Doors

STEEL-INSULATED
ENTRANCE DOOR SYSTEMS
Garage Doors, Storm Doors
Remodels, Service, Installed within 48 hrs. 25 years experience.
Free Est. Call 24 hours. 538-2939

## 65 Drywall

ABLE DRYWALL REPAIR
AND REMODELING
Free Estimates, Fast Service
Low prices 464-4362

**LOW PRICES**
New & repair plastering, taping, texturing, stucco. 471-2600

## 66 Electrical

ALL ELECTRIC REPAIRS
Res. & Comm., breaker & fuse panels, plugs, violations. Lic. Low Prices. Free Est. Anytime 584-7986

**A & N ELECTRIC**
7 days - Comm./Ind./Res! • 7 days
Service changes/shops & stores
Emergency calls • Up to 40 - 20 yrs
& basements. Reas. Free Est. Lic.
"No job to small." 532-3563

BILL OKLER ELECTRIC
Res. & Comm. - Lic. & Ins.
Free est. • Work Guaranteed.
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LIGHTHOUSE ELECTRIC
Res. • Com'l. All electrical work & trouble-shooting. Free estimates.
Licensed Master 591-3237

## 66 Electrical

MULLAN ELECTRIC
Residential - Commercial
New Multi-family & Alterations.
Reasonable Rates 522-4520

**Speedy Electric Service**
Comm/Industrial/Residential
464-1205

## 78 Firewood

A.A. Andrew's Firewood
1 year seasoned Oak & Maple, $60 face cord. 4x8x16-18. 2 cords or more $55. Free delivery. 429-4653

AAA NATIONAL Mixed Hardwoods. $45/1 cord, $120/3 cords, picnic logs $3/bundle. 35665 Ford Rd. & Wayne Rd., Det. available. 326-0671

AAA SEASONED HARDWOOD
CUT • SPLIT • DELIVERED
• STACKED. $49.00 FACE CORD.
Rech, Troy, Romeo, Utica, Det. 858-7977

ABSOLUTELY all seasoned firewood
1 yr. split mixed Hardwoods or air dry, $55 face cord (4'x8'x16-18"). Free Del. Limited quantity. This is the finest firewood available. 464-2433

ADMIRE YOUR FIRE
Super Well Seasoned
Hard - Birch - Fruit
HACKER SERVICE 474-6914
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ALL HARDWOOD
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