504 Help Wanted Office-Clerical

RECEPTIONIST
Full time receptionist available at small service business. Ideal candidate should be a personable individual possessing good communication skills, adequate typing & general office skills. We are providing firm with fast, excellent benefit package for qualified individuals. Apply in person or call, 643-5455 Mon-Fri between 9-5pm to:
Jack Pine Associates
3250 W. Big Beaver, Suite 245,
Troy, Michigan

RECEPTIONIST
Small but growing company located in Farmington seeks receptionist to answer phones and perform basic clerical functions. Applicants must have excellent communication skills and typing ability. Working hours would be 8AM. thru PM. from 8am to 6pm. Apply in person or send resume to:
Mari Leather Works
21230 Auburn Rd.
Huntington Woods, MI 48070
Attn: Marsha Wright

RECEPTIONIST
Prestigious local CPA firm seeks a charming, personable receptionist for its Rochester office. Professional environment. Duties include answering phones, typing, preparing client office duties. Excellent opportunity and benefits package. Ideal candidate should have some previous experience in the professional business world. No experience necessary for the right individual. Salary commensurate with ability. If interested, please send resume to:
Personnel
103 Barclay Circle, Suite 1005
Rochester Hills, MI 48063
An Equal Opportunity Employer

RECEPTIONIST
Adjusting firm seeks full time, 8:30-5pm; Mon-Fri. W. Bloomfield area. Call after 11:30am. 682-8309

RECEPTIONIST/FULL TIME
for Dan Ottaway Realtors. For appointment, call Mon-Fri., 9-5pm. 471-4740

RECEPTIONIST
Experienced. Word processing, type 60 WPM. Excellent benefits package. Southfield. Equal Opportunity Employer. 552-7900

RECEPTIONIST - with Rohn, Domestication, Horizon experience. (3-4 years experience) Typing 45 WPM. Display, Farmington, Hard, 55-30-57 Call Nancy at Uniforce 473-2930

RECEPTIONIST/SECRETARY
Pediatrician office moving from Detroit to Lake Orion needed experienced receptionist. Typing skills and PC experience. Mon-Fri. 8-5. Call Ann at Capital, Oak Park 18, 48237 or 546-3338

RECEPTIONIST
Dynamic phone personality needed for busy Rochester office. Must have pleasant appearance and light typing, 45 wpm, required for this fast paced receptionist position. Ability to communicate with adults and enjoy variety. 852-7701

RECEPTIONIST
Seeking a friendly individual for a receptionist position at Bailey Optical Center, to answer phones and help customers. Hours are Tues., Wed., 9-6, Sat. 10-2. Basic computer skills helpful, will train.
Call Deborah at 658-6290

RECEPTIONIST for Farmington Hills law firm. Experienced professional with excellent communication skills, polished image needed to answer busy telephone switchboard, greet client, pay and an attractive working environment. Word processing skills a plus. Send resume: P.O. Box 9012, Farmington Hills, MI. 48331

RECEPTIONIST
Established Birmingham retailer seeks person oriented individual for full time entry level position. Benefits, pleasant atmosphere, no typing, no telesales, no holidays. Call 258-2548

504 Help Wanted Office-Clerical

RECEPTIONIST
Pleasant, fast paced, Southfield office seeks receptionist with good typing skills. Ability to multi-task a plus. Salary commensurate with experience. Call Mrs. Ross at 557-3034

RECEPTIONIST/SECRETARY
Busy Rochester office of national company seeks friendly, experienced receptionist to answer multi-line phone system and greet customers & clients. Type 50-wpm. Must have pleasant voice, be well groomed. Non-smoker. Apply in person: Century 21 Town & Country, 722 W. University Dr., Rochester, MI. 48063.

RECEPTIONIST
Our growing Southfield firm needs someone to handle a busy switchboard, greet clients, and perform clerical duties. Pleasant personality, good typing skills and excellent telephone manners is a must. Computer experience and typing of 60 wpm. Quality candidates will enjoy many benefits, plush surroundings and a friendly working environment. Please submit resume to:
Personnel Department
P.O. Box 2400
Southfield, MI. 48037

RECEPTIONIST/SECRETARY
Wanted, type 40 wpm minimum. Salary open, full time. Experience preferred. Adelaide Inc. 559-6300

RECEPTIONIST - Office Assistant
Taco Bell, fast service Mexican restaurant has an opportunity for a full time receptionist at the Zoom Office in Southfield. Excellent phone skills are required along with good typing and organizational abilities. Responsible for the phones and other clerical duties. Computer experience would be helpful.
We offer competitive salaries and excellent benefits. If you are interested in working in a very fast paced environment, send your resume to:
TACO BELL OFFICE
27740 Franklin Rd.
Southfield, MI. 48034
Att: Human Resources
An Equal Opportunity Employer

RECEPTIONIST
We are looking for a Receptionist to join our Orthodontic team.
Are you kind, compassionate, patient, and a good listener? Do you strive to be health centered in your lifestyle? Are you enthusiastic, energetic, self motivated and willing to make a commitment?
If you also believe that this is a most exciting time to be practicing orthodontics, we would enjoy meeting you.
Our office is comfortable, we think you'll like it.
Stephen E. Hershey, D.D.S., M.S.
642-9220
Evenings 623-7591

504 Help Wanted Office-Clerical

RECEPTIONIST
Full time receptionist for small law firm. Answer phones, filing, depositions. Relaxed atmosphere. Send resume to: 20777 Northeastern Hwy., Suite 101, Farm. Hills, MI. 48024

RECEPTIONIST/SWITCHBOARD Operator. Major financial institution requires career minded person. Excellent salary and benefits. Mr. Mc Pherson 348-1142

RECEPTIONISTS - with Rohn, Domestication or Executone, 3-0 mos. experience, many openings for qualified people. $7/hr. Call Sandra at Uniforce 357-0034

RECEPTIONIST
Experienced full time for busy Corporate Office. Send resume to: Linda Sosken, American Speed Printing, 25555 Telegraph Rd., Bloomfield Hills, MI 48013

RECEPTIONIST
Mature individual needed, for outstanding Pediatrics facility. Duties include greeting clients, answering phones, record management & clerical patient accounts. Hours Mon-Thurs. 12:30-8:30pm. Sat. 8:30-2:30PM. call Mrs. Smith at 644-3077

RECEPTIONIST-REAL ESTATE
Busy Rochester office of national company needs friendly, experienced receptionist to answer multi-line phone system and greet customers & clients. Type 50-wpm. Must have pleasant voice, be well groomed. Non-smoker. Apply in person: Century 21 Town & Country, 722 W. University Dr., Rochester, MI. 48063.

RECEPTIONIST
Our growing Southfield firm needs someone to handle a busy switchboard, greet clients, and perform clerical duties. Pleasant personality, good typing skills and excellent telephone manners is a must. Computer experience and typing of 60 wpm. Quality candidates will enjoy many benefits, plush surroundings and a friendly working environment. Please submit resume to:
Personnel Department
P.O. Box 2400
Southfield, MI. 48037

RECEPTIONIST/SECRETARY
Wanted, type 40 wpm minimum. Salary open, full time. Experience preferred. Adelaide Inc. 559-6300

RECEPTIONIST - with Rohn, Domestication, Horizon experience, (3-4 years experience) Typing 45 wpm. Display, Farmington, Hard, 55-30-57 Call Nancy at Uniforce 473-2930

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Call Deborah at 658-6290

RECEPTIONIST for Farmington Hills law firm. Experienced professional with excellent communication skills, polished image needed to answer busy telephone switchboard, greet client, pay and an attractive working environment. Word processing skills a plus. Send resume: P.O. Box 9012, Farmington Hills, MI. 48331

RECEPTIONIST
Established Birmingham retailer seeks person oriented individual for full time entry level position. Benefits, pleasant atmosphere, no typing, no telesales, no holidays. Call 258-2548

504 Help Wanted Office-Clerical

RECEPTIONIST
SWITCHBOARD OPERATOR
seeking a receptionist that will greet clients and visitors; Operate attendant console for telephone/intercom; Process all priority mailings; And complete CRT data entry. Candidate must possess 1-2 years in general business, with some experience dealing with public. Type 40 wpm and have basic CRT knowledge. Interested parties send resume to: Box 204 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

Receptionist/Secretary

TDK NEEDS YOUR PEOPLE SKILLS

Receptionist/
Secretary

TDK is a company known worldwide for its quality audio and video tape technology. We can offer you an exciting, supportive office group where you'll take on new challenges from day one and work with people skills in a sales office environment.
If you've got an outgoing personality, polished communication skills and at least 45 wpm typing speed (typing test required), our company offers excellent benefits. It's a place to build up your professional skills and be working closely with a top sales team.
Find out more about our challenging opportunity where work and fun blend together. For more information, please call or send resume to: TDK Corporation of America, 1600 Feehanville Dr., Mt. Prospect, IL 60056
Equal Opportunity Employer

TDK Corporation

SECRETARIAL CLERK
Must be well organized, able to deal with people, have clerical and typing skills. Full time, Tamaroff Dodge, Human Resources Manager,
653-1300

SECRETARY - Duties Mon. thru Fri. 10am. to 4:30pm. Mature person. Send resume to: CWC, Local 415, 173 N. Main, Plymouth, MI 48170

SECRETARIAL help needed. Generalist with good typing skills for small office. Part-time, flexible hours. Ask for Rebecca. 644-3313

SECRETARIAL/Office Assistant. Take charge person with excellent typing, calculator, telephone & organizational skills. Full time position, excellent benefits, pay with benefits. Send resume to:
P. O. Box P851, Ann Arbor News, Ann Arbor, MI. 48106

SECRETARIES
Full time career opportunities available for dedicated individuals with top pay, word processing training and benefits.
Call 423-6226
ETD Temporary Service

SECRETARY/RECEPTIONIST
Must have knowledge of Lotus 1-2-3 & WordStar word processing. Dependable, phone & people skills. Fast paced office & team environment. Benefits plus $5.00 per hour. Send resume to Box 154, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/CLERK TYPIST
Expanding corporation has openings for experienced secretary/clerk typist with good typing skills. Telephone/station skills. Send resume and salary history and requirement in confidence to: Intrade Corporation, Personnel, 1410 Allen Dr. Troy MI. 48083 or call for appt. 655-8900

504 Help Wanted Office-Clerical

SECRETARIES
616-225-0000
Our clients, leading corporations, have various secretarial openings from entry level to Executive Secretary. Competitive salaries.
DRAKE OFFICE CENTERS CO.
27750 Novi Rd., Suite 104
Novi, MI 48050 All fees Co. paid.

SECRETARY - accounting office seeks experienced secretary. Light bookkeeping & computer skills required. Full benefits. Send resume only to: E.P. & Co., 4000 Town Center, Suite 1040, Southfield, MI 48075

SECRETARY
ADMINISTRATIVE ASSISTANT
for CPA firm. Word processing experience. Call 353-5303

SECRETARY/BOOKKEEPER for small office in Birmingham. Full time. Payroll, accounts payable & receivable. Knowledge required. Word Processing and computer experience preferred. Call Jane, P.O. Box 1166, Birmingham, MI 48012

SECRETARY
Commercial Mortgage in Troy has an immediate career opportunity for an experienced secretary. Candidate should possess excellent communications, typing ability, and and and at least 45 wpm typing speed. Typing and knowledge of loan documentation experience preferred. Excellent benefit package. Please send resume in confidence to:
HUMAN RESOURCES DEPT. - BOE
P.O. Box 5022
Troy, MI. 48007-5022
An Equal Opportunity Employer

SECRETARY
Detroit based financial institution seeks a person for a full time, hard working, self starting person with excellent typing & 45 wpm. Word processing experience (Wordstar a plus). Person should have the ability to handle various responsibilities & have an excellent phone manner. Candidates must have the potential for advancement in the financial industry. For consideration send resume to:
Secretary
P. O. Box 779
Detroit, MI. 48231

SECRETARY
Detail oriented individual needed for busy Rochester Service. Must Member Marketing Division, individual will be responsible for arrangements for meetings & conference calls, take dictation & type all correspondence, Requires 45 wpm typing, Word Perfect & SHORTHAND. Bookkeeping experience desirable. Excellent benefit package & pleasant work environment.
Call Mr. Bernard
SECRETARY
P.O. Box 2227
SOUTHFIELD, MI. 48037

SECRETARY
Experienced, needed for Pontiac office of Eccentric Newspapers. Experience necessary. Please send resume & salary requirements to: Box 120 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - fast growing metals service center in Troy. Light typing, Knowledge of computer helpful along with all necessary office skills. Salary commensurate. M.K. 30760 Greenfrier, Franklin, MI 48025.

SECRETARY
Fast-paced real estate company is looking for energetic person to fill an immediate secretarial opening. Qualified candidates must possess a high degree of skill in all phases of secretarial work. Qualifications include: typing 60 wpm, dictaphone, some bookkeeping, shorthand. Knowledge of computerized word processing helpful and a professional attitude. Excellent benefit package. Please send resume and salary history to:
G. PAUL
P.O. Box 267
Southfield, MI 48037

504 Help Wanted Office-Clerical

SECRETARY/BOOKKEEPER for Accounting Office. Typing financial statements, a bookkeeping line, 45 to 8. Full-time. Call 358-5294

SECRETARY
Exciting opportunity exists in our beautiful new Southfield office for individuals looking for entry level positions with the potential for career growth potential. We need bright, hard working, ambitious people with good typing skills and either Word or Data Entry experience. We offer excellent benefits and a pleasant atmosphere. Interested applicants can send resume to: Box 248, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Typing, computer & order placement experience a must. Full time. Farmington Hills area. 477-7182

SECRETARY for small business office in Birmingham. Light typing, good telephone manner, interpersonal skills & maturity required. Call between 9-5 or fax resume. 258-5511

SECRETARY
For large real estate firm. Must be experienced, have excellent word processing, typing & dictaphone skills. Disciplined overtime, flexible hours, late background check required. Excellent salary & benefit package. Non-smoker. Send resume to:
P.O. Box 6149,
W. Bloomfield, MI. 48324-6149

SECRETARY - for real estate approved office located in Birmingham. Responsibilities include basic typing, word processing skills, filing, telephone operation & copying. Experience preferred. 644-8820

SECRETARY
Full time, 40 wpm minimum. Please call Mrs. Ross, word processing, a plus. Non-smoker, 50/hour. 26315 Grand River, Redford.
Ask for Lori 535-3877

SECRETARY - FULL-TIME
position in Insurance Service. Must have experience. Full benefits. Wilson/Milford area. 684-6363

SECRETARY
Full time, 8:30-5pm, administrative duties. Answering phones, filing, typing, mailing, word processing, Macintosh knowledge. Salary $4-5/hr. Insurance experience helpful. Apply for Denise or Joan 649-2833

SECRETARY - Full time, Latinup Vs. Spanish, Word Perfect 5.1, Lotus & WordPerfect skills required. Engineering firm, nicest and best place to work. Call Mr. Bernard 559-2511

SECRETARY
Full time position with established insurance agency in Rochester. Individual must be organized, able to run office skills. Experience necessary. Salary commensurate. Send resume to State Farm, 1958 S. Rochester Road, Rochester Hills, MI 48063

SECRETARY - Immediate opening, recent high school grade, non-smoker, light entry level typing. Call Nina State Farm Agent. Call 422-6780

SECRETARY - Law office, 2 attorneys. Typing experience required. Immediate opening.
533-7168

SECRETARY - LEGAL
Livonia based manufacturer well equipped law office dealing in general practice seeks person with a bright, energetic and organized personal approach. Pleasing voice, typing, speeding & proofreading skills. Ability to meet clients & pleasant telephone voice. Opportunity to developer word processing and legal secretarial skills. Send resume to: PRESIDENT ELAN, Eaq. Hyatt Legal Services, 19778 Middlebelt, Livonia, MI 48152

504 Help Wanted Office-Clerical

SECRETARY
International marketing services company in Livonia is seeking a highly skilled secretary to fill position in our sales/marketing department. Applicants must have excellent typing (60wpm), composition & grammar skills, knowledge PC word processing. A minimum of 3-5 years of solid secretarial experience a must with sales/marketing background a definite plus. Become a key member of a successful business team. Please send resume with salary requirements to: Box 248, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
(Junior)
Excellent opportunity to become a part of a growth oriented manufacturer's team for a conscientious, detail oriented individual with excellent clerical skills. Requirements are typing 45 wpm and basic knowledge of PC experience, professional telephone personality, good math background & excellent written & communication skills. Full benefit package & pleasant work environment. Send resume to:
JR. SECRETARY
P.O. BOX 2227
SOUTHFIELD, MI. 48037

SECRETARY
J.P. Industries Inc. is looking for a self motivated individual with pleasant voice to work at their sales office in Troy. Word processing, typing and financial planning experience required. Knowledge of Lotus 1-2-3 and dBase also preferred. Candidate must possess good organizational and interpersonal skills and be able to work independently. A fast paced challenging atmosphere is guaranteed.
J.P. Industries Inc. offers a competitive salary and excellent benefits package. Qualified candidates should forward their resume with salary requirements to:
J.P. INDUSTRIES INC.
Attn: Personnel Dept.-TS
325 E. Eisenhower Parkway
Ann Arbor, MI 48108
An Equal Opportunity Employer

SECRETARY - part time weekends - knowledgeable in IBM compatible computer. W Bloomfield area. Good opportunity. 851-1539

SECRETARY/PART TIME
need mature, experienced secretary 2 or 3 days per week in Southfield - Prudential Town Center. Must be flexible & like people, good grammar skills, typing 50 wpm. Call 352-1300 ask for Marie. Word processing a plus.
Call Mrs Jenners 351-2002

SECRETARY - PART-TIME
The Work Institute, which offers a fully accredited non-traditional adult degree program, seeks a talented, experienced person who can assist the Director in coordinating the varied activities of an undergraduate program. Office responsibilities include: overseeing the continued smooth operation of the overall office, liaison in the absence of the Director; maintaining academic records; communicating course and administrative information to prospective students; liaison to the National Office in Cincinnati; and secretarial responsibilities such as making phone calls, typing, filing, etc. Qualifications include solid administrative experience; flexibility; interpersonal skills, experience with computers; and a commitment to adult learning. A college background and customer service experience preferred. Salary is based on a range of 2:00-4:00 PM, Monday through Friday. The office is located at a major industrial site in Wayne, Michigan. Qualified applicants representing protected groups are encouraged to apply. Please send resume to:
Personnel Office
The Union Institute
440 East Pike Street
Cincinnati, Ohio 45202-2407
THE UNION INSTITUTE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

504 Help Wanted Office-Clerical

SECRETARY NEEDED for multi person office in Farmington Hills. Part time afternoons. Applicants must have good phone skills, type at least 45 wpm, be familiar with IBM typing machine. 851-2784

SECRETARY - needed for large, fast paced insurance branch office in Troy. Must be responsible self motivated person with good work ethic. Typing and computer skills a must. Experience not necessary, will train. Call Mrs. Elliot 649-1977

secretary

New & Exciting

Spectra Services Corporation

Now recruiting for all types of temporary work:
• Long & short term assignments.
• Benefits.
• Vacation pay, long & short term.
• Individual attention.
• Holiday pay.
Looking for: Word Processors, Typists, Receptionists, Secretaries, Data Entry & Accounting. Call Janie Kopinto in Troy at 649-9600
EOE NO FEE

SECRETARY - PART-TIME
LMTB, N. America seeking a part-time secretary for their Southfield Hills office. Working in a fast-paced environment. Must be able perform a wide variety of duties including Word Processing, Typing, Filing & Answering phones. Word Processing is a Must. Knowledge of Lotus 1-2-3 is interested, please call 333-7780

SECRETARY - PART TIME
For real estate developer. Knowledge of Wordperfect 5.1 and communication skills. Send resume to:
Personnel, 14715 Woodward, #20, Bloomfield Hills, MI. 48013

SECRETARY
Property management company has entry level position for individual with good typing, filing & approof reading skills. Word processing experience helpful. Send resume including salary requirements to:
Facilities Secretary
PO Box 5010
Southfield, MI 48086

SECRETARY/RECEPTIONIST
Full time, 40 hrs. per week. Good typing skills required. Farmington Hills. 626-1100

SECRETARY/RECEPTIONIST
Farmington Hills. Phone answering, good typing skills, benefits.
Call between 10-2pm. 476-7572

SECRETARY RECEPTIONIST
for Southfield insurance agency. Good typing & phone skills required. Entry level position. 354-8110

Secretary - Sales
Multi-State sales organization with home office in Farmington Hills has an immediate opening for a full time secretary. Minimum job requirements include 60wpm typing; computer experience; good organizational & interpersonal skills. At least 2 years of solid secretarial experience required. Excellent benefits including profit sharing & insurance package. Send resume with salary requirements in confidence to:
PERSONNEL DEPT., GCM
P.O. Box 1600
Farmington Hills, MI. 48333

SECRETARY
Seeking mature person with secretarial skills. Prefer some hairdressing experience. Work for local funeral home in Livonia Area. Call between 9am-5pm, Mon.-Fri.
Call 422-6720

SECRETARY
Southfield firm looking for secretary with good typing skills and pleasant phone personality. Call Bonnie for an interview. 827-7180

504 Help Wanted Office-Clerical

SECRETARY - PART TIME
Tues., Wed. & Thurs. Word processing experience necessary. Farmington Hills area. Call Prince of Peace Lutheran Church
553-3380

SECRETARY
Real Estate Company
located in Farmington Hills. Full or part-time. Some knowledge and experience. Typing and computer. Computer knowledge and STRONG typing skills necessary. Real estate experience a plus. Salary commensurate with skills and experience.
851-2975 937-3387

SECRETARY/RECEPTIONIST
with computer experience. Must be responsible. Full time.
Call: 326-3478

SECRETARY/RECEPTIONIST
Part/full time. Typing and telephones. Afternoons.
Call Karl Neff 647-7960

SECRETARY/RECEPTIONIST
for busy West Bloomfield real estate sales office. Typing skills are required. Hours: 11am-7pm.
Call Sue: 737-9000

SECRETARY
Respected Southfield Co needs organized, enthusiastic person, 65 plus wpm, wordperfect preferred, non smoking office. 352-7868

SECRETARY
Take charge person. Must have outstanding telephone skills. Must be a good typist, have 3 years secretarial experience or equivalent schooling. Full benefit package. Apply: Bell Industry Co., 34506 Glendale, Livonia (near Stark & Schoolcraft).

SECRETARY/WORD PROCESSOR
National education organization seeking a self motivated individual with excellent skills in Word Development & Marketing. Must be able to organize, have excellent telephone & communication skills, pleasant telephone voice, and be a word processor (WordPerfect preferred) & dictating equipment experience. Some experience with data bases & fund raising software helpful. Send resume & letter by Oct. 26, to: Office Manager, 33 W. Fort St., Ste. 2070, Detroit, MI. 48226 PHONE CALLS!

SECRETARY/WORD PROCESSOR
for busy office. Good office skills, good typing, Telephone and answering. Good communication skills. No benefits. Full & part time positions available.
851-8130

Secretary
Word Processor
Opportunity for a secretary/word processor in the Southfield area. This temp to permanent position requires an OUTGOING person who is flexible and has a computer background. Must have a pleasant, professional voice, possess extensive phone work and client contact. Also required typing of 50-60 wpm. Please call today for an interview!

ENTECH
SERVICES, LTD.
737-1744

SUPPLY CLERKS
Large corporation in downtown Detroit area seeking individuals to work in Shipping & Receiving Dept. Full time position includes benefits with advancement in this large company. Apply in person or send resume to: Dupont, P. O. Box 779, Detroit, MI. 48231

TELE-MARKETER needed to set demonstrations on industrial equipment. Good salary plus bonuses. Benefits. 532-4700

TELEPHONE/RECEPTIONIST for Oak Park/Southfield film co. Must have good typing skills. Call Lisa 11am-1pm weekdays. 368-2500

3. Accounting Services

ACCOUNTING BOOKKEEPING & TAX SERVICE
BUSINESS CONSULTANT
Call ALGOON 313-533-7068

3. Aluminum Cleaning

SPARKLING CLEAN POWER WASH & PAINT
Offer exterior cleaning and/or sandblasting Brick, Vinyl, Wood & Aluminum. Also decks, driveways, garage floors, entire sand blasting, sanding, caulking, paint removal & caulking. Comm., Res., Lic., Ins., Bonded, Free Est. Satisfaction guaranteed.
$5 Aluminum exterior special: 40% off on all services.
348-0228

ALL ALUMINUM or VINYL PRESSURE cleaned, repainted & paint conditioning. FREE washing, gutter cleaning & sandblasting. Ins. 476-3337

ALUMINUM or VINYL CLEANING
Washing & Paint Restoration
471-2600

ALUMINUM SIDING
Cleaned and sealed
Brick and Shutters
TJH ENTERPRISES
Specializing in aluminum & vinyl painting & cleaning. Highest quality. Lowest price. Good prices.
255-1661 or 433-7091

9. Aluminum Siding

AAAA ALUMINUM/VINYL SIDING
Trim, gutters, replacement windows, alum. decks, Repairs. Lic. Ins.
Free Estimates • Kim 421-3516

AAA ALUMINUM & VINYL
Siding, trim, gutters, rep. wind., etc. Lic., & Ins. Free Est. Call Eric, 781-4641
Chuck Burns, 658-0811 642-2218

AAA AFFORDABLE
Aluminum, Vinyl Siding, Gutters
Absolute Lowest Prices
Vinyl Windows, Bays & Bows
Free Estimates
Deal direct with owner-no salesman
Quality workmanship guaranteed
Licensed & Insured • References
DTL ENTERPRISES
425-8608

Aaron and Ken
ALUMINUM SIDING
GUTTERS / ROOFING
All repairs and/or installations
476-6877
592-0120

ALCOA & REYNOLDS
Alum. siding & trim, replacement windows, Free Est./ob own work.
REDFORD ALUM. PRODUCTS
421-0280 or 464-1545

ALCOA Siding, Trim & Gutters, Windows, Entrances, Awnings, Roofing, Storms, Steel Doors. Maple Aluminum Fresh: 474-4300

Aluminum & Vinyl
Siding, Trim
& Gutters
ALL WORK GUARANTEED
FULLY INSURED & REFERENCES
LICENSED BUILDER
EARL WOOD
553-2520

ALUM. & Vinyl siding, Gutters, trim, enclosures, roofing & related work.
471-2600

A. R. INSTALLATION
Vinyl, restoration & skim coting, trim & accessories. Free estimates. Free estimates/do own work/insured.
"GREAT LOOKS"
ALUMINUM & VINYL SIDING
ROOFING & WINDOWS
GARAGE SPECIALS
$675
COMPLETE JOB
ROOFING & FREE ESTIMATES
Home 937-9512 460-1427

9. Aluminum Siding

BEST PRICES ON
• Porch & Patio Enclosures
• Aluminum & Vinyl Siding
• Gutters & Awnings
• Replacement Windows
Deal direct with owner-no salesmen.
By Burton Alum. Co. Inc.
553-0215
SIDING ALL TYPES
If you are looking for quality and professionalism, call
SENTRY CONTRACTORS INC
476-4444
Lic. & Ins. Family business 55 yrs.

15. Asphalt

American Asphalt
★ 25 YEARS EXPERIENCE ★
★ Paving... ★ Seacoating
★ Patching... ★ Crack Fill
RESIDENTIAL & COMMERCIAL
BEFORE THE REST
CALL THE BEST & SAVE $$$
Free Est. 435-6928

ASPHALT EXPRESS
Commercial, Residential paving & seacoating, free estimates.
683-5010

COLEMAN CONSTRUCTION
Asphalt paving, driveways/resurfacing/repairs, seacoating & excavating work. Free Est.
348-0009

EAGLE ASPHALT
Comm'l/Resid'l-Pave./Guar.
423-6023 Free Est. 295-2011

16. Asphalt Sealcoating

END-OF-SEASON SAVINGS!
Protect your driveway before winter.
Deal direct with owner & save!
Free Est. Blair Paving, 397-5664

AAAA AFFORDABLE
Asphalt Paving
Absolute Lowest Prices
Driveways, Parking Lots, Patches
Free Estimates
Deal direct with owner-no salesman
Quality workmanship guaranteed
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DTL ENTERPRISES
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ALL TYPES of Waterproofing
Guaranteed - Free Estimates
Peter Mauti • 476-1565

AQUA-STOP
Basement repair/no outside digging
Free est. Life-time guar. 647-3060

BASEMENT LEAKS REPAIRED
Drains & Sump pumps installed
30 YEARS EXPERIENCE
Earl H. Jensen 474-6224

FRANK'S BASEMENT
Waterproofing, 25 years experience.
No job too small. Free estimates.
Licensed & Insured. 422-8232

27. Brick, Block, Cement

ABSOLUTELY SAVE TILL NEEDED
Stone • Brick • Block • Cement
Walks • Patios • Patios • Driveways
EXPERT MASONRY REPAIR
Donald Sessions Custom Fireplaces
Lic. Master Mason 471-0965

AFFORDABLE - TOP QUALITY
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