504 Help Wanted Office-Clerical

CLERICAL
Detroit area general contractor company seeks a part time person who has good clerical skills and positive attitude. The successful candidate will have experience in general office skills and be able to manage a constant work flow. If interested, call Cathy at 591-6000
An Equal Opportunity Employer

CLERICAL/WORD PROCESSORS/RECEPTIONISTS - needed Southeastern Michigan area. Call Kelly Services. Only Top Pay. Call K S TEMPS 355-3649

CLERICAL
$11,700
Work in Troy for major corporation plus carpool. Type 45 wpm. Full benefits and room for advancement. Call 649-5900
SNELLING & SNELLING OF TROY

CLERK I
City of Livonia
The City of Livonia is seeking qualified blacks and other minority applicants as well as female applicants for employment without regard to race for PERMANENT AND/OR TEMPORARY employment opportunities for the position of Clerk I

$18,952 to $18,761 60/year. Must be U.S. citizen or possess a alien with the right to work in the U.S., must have high school diploma or equivalent, and one year full-time paid clerical experience or two years in an official clerical cooperative education program (must have proof of participation in co-op program at time of application). Apply no later than 5 p.m. Friday, October 27, 1989 to the City of Livonia, Civil Service, Department 33000 Civic Center Drive (5 Mile & Farmington Rds.), Livonia, MI 48154. 421-5000 Ext. 294. Office Hours: 8:30 a.m. to 5 p.m.

NO RESUMES ACCEPTED
An Equal Employment Opportunity Employer M/F/H

KELLY TEMPORARY SERVICES
The Kelly Girl. People
The First And The Best.
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

CLERK-TYPIST, experienced, part time, 20 hours per week. Accurate typing as #1. Call Sharon between 9-11 a.m. 634-5550

Clerks

2 PEOPLE NEEDED
To divide 40 hour work week through June 30, 1990

Prestigious local company needs assistance in Livonia office. Clerical, center and switchboard area. Experience with any photocopying or maintenance equipment helpful but not necessary

Excellent pay available. Training provided to committed individuals.

For more information please call

Farmington Hills
477-2520

KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

CLERK TYPIST
Clerical Experience Helpful.
General office experience required, typing 45 wpm, pleasant phone relation skills for contact with public. High school graduate or equivalent. Salary $14,040 thru $16,682. Applications accepted until Oct. 27, 1989. Apply in writing or in person to

Personnel Office
City of Farmington Hills
31555 W. 11 Mile Rd.
Farmington Hills, MI 48018
An Equal Opportunity Employer

CLERK-TYPIST
Part-time, 3 days per week. Light typing, filing, organizing sales office. Plymouth area 453-6225

504 Help Wanted Office-Clerical

CLERICAL POSITION
SOUTHFIELD - Diversified duties, phones, light typing. $10,400 to start. Full benefits. Excellent reviews. Fee Paid
B. HAMIL PERSONNEL
424-8470

CLERICAL/WORD PROCESSORS/RECEPTIONISTS - needed Southeastern Michigan area. Call Kelly Services. Only Top Pay. Call K S TEMPS 355-3649

CLERICAL
High tech computer services company in Livonia has immediate full time day shift clerical opening. Must have good phone voice plus congenial personality to interface clerical duties involved. We offer good pay, benefits & other incentives to qualified candidates. For more information, please call 464-8220

CLERICAL POSITION
Southfield based Insurance Company. Previous insurance helpful but not necessary. Good math skills and writing skills required. Typing 40 wpm. Send resume to P.O. Box 500 Southfield, MI. 48037

Clerks

ACTION!
Find it at Kelly. We can put you to work immediately on long or short term assignments. Good pay and benefits

We now need

15 Clerks or Clerk Typists

For more information please call

Farmington Hills
471-2020

KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

CLERK/TYPIST
Immediate opening in foreclosure department of Birmingham law firm for a dependable person with good typing skills. Will train on foreclosure proceedings. Call Mon-Fri., 9-5pm 540-7701

Clerks

CLERK-TYPIST Full-Time
12noon to 6pm, alternate weekends, good phone voice, legible writing. Hartford. Aiken 537-5406

COMPUTER OPERATOR
A.S.A.P.
Short term position for a skilled computer operator. Must have IBM 38 main frame experience 20 to 40 hours per week. Excellent wages! Please call

THE EMPLOYMENT CONNECTION
425-3220

COMPUTER PRINT OPERATIONS
$18,000 No fee
Wonderful Troy area law firm offers top benefits, beautiful offices and career growth! Need supervisor with laser printers supply
EMPLOYMENT CENTER 1(540-4130

CPA OFFICE needs part time secretary for computer input, typing and filing. Typing skill necessary. Call Jeanette at 649-6644

COMPUTER TECHNICIAN
Computer related co. Livonia, is looking for computer technician for IBM Compatible support team. Knowledge of computer repair & DOS or related programs is preferred. Call for appointment 471-0901

CUSTOMER SERVICE REP
Needed for a growing company in Birmingham. Looking for person who has some computer knowledge and good phone personality. This position is full time. Hours from 8am to 5pm. Starting wage $5 an hour, benefits included. Ask for Lisa. 540-8110
An Equal Opportunity Employer

CUSTOMER SUPPORT REPRESENTATIVE
Michigan's largest Cadillac Dealer is interviewing for a person to train on Carson office machines and be involved in customer support. Good communication skills and an attractive personality are important. Excellent compensation program and opportunity for advancement. Send resume to

Hovings Business Systems
23644 Research Dr.
Farmington Hills MI. 48024
Attn Tim White

504 Help Wanted Office-Clerical

COLLEGE GRAD
Immediate position with national firm and their management program. Company provides training, benefits, fast salary reviews and a lot of advancement. Call 649-5900
SNELLING & SNELLING OF TROY

Computer Operator
Data Processing Department has an immediate need for an experienced Computer Operator for afternoon shift. Ideal candidate must provide ability to work well independently, follow instructions, run reports and maintain tape catalogs. We offer a competitive salary and benefit package. Non-smoking environment. Please send a resume and salary requirements to

MIDWEST BENEFITS CORPORATION
25505 W. 12 Mile Rd. Ste. 3000
Southfield, MI 48034
Attn: Personnel/Operator
An Equal Opportunity Employer

DATA ENTRY/Clerical
Troy office, vicinity Big Beaver & Coolidge. Reply to P.O. Box 1321, Troy, Mich 48099

DATA ENTRY CLERKS
Needed - Immediate openings
Call - 425-6228
TEK Temporary Service

DATA ENTRY & Customer Service for sports publication. Full time Rochester/Troy area 879-1676

DATA ENTRY GENERAL OFFICE
experienced. Dearborn. Excellent career opportunity 565-5600

DATA ENTRY/KEY PUNCHER
Temporary full time positions available. Apply or send resume to
New Dical staff, Inc.
41911 Ford Rd., Canton, MI 48187
Attn Dawn 981-6333

DATA ENTRY LEVEL - Typing, math and communication skills required. Will train. Send resume P.O. Box 9162, Livonia, MI. 48151-1162

DATA ENTRY operators for major company with hot sheet work only. Must receive top pay & benefits but also the opportunity to earn perks towards some fabulous gifts. We have openings in the following areas.
Word Processors - Typists
Secretaries - Clerks - Receptionists
Switchboard Operators
Data Entry Operators

TR
Temporary
Resources
737-1711
Livonia - Farmington Hills

Southfield 353-7505
Troy 588-9210
An Equal Opportunity Employer

ENTRY LEVEL
and experienced workers for the following areas are needed today
TYPISTS
RECEPTIONISTS
CLERKS
SECRETARIES
WORD PROCESSORS
TELEMARKETERS
Many long term and short term assignments are available. Work for major company in the metro area and earn extra cash. Call Temp Exchange today
557-5600

EVENING DEVELOPMENT
CAREER COUNSELOR
Will train. Human Research Development, psych or related degree or job development & training grants. Experience not but required for high energy self-motivator. Submit resume, letter to Career Counselor, Troy VIP, 201 W. Square Lake Rd., Troy, Mich. 48084
Attention: Action Employer
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
You are a special person seeking a special job? W.P. seeks a "right hand". Strong typing and shorthand skills mandatory. Word Perfect preferred. Pleasant boss and convenient suburban location. Call or send resume to Rita Roeder, Nelson Barr & Assoc. 29836 Telegraph, Southfield, MI 48034 352-7810

EXECUTIVE SECRETARIAL - Part time position for industrial real estate firm on Livonia Flexible hours. Secretarial real estate experience preferred. Send resume to 33640 Schoolcraft, Livonia

504 Help Wanted Office-Clerical

ENDODONTIC RECEPTIONIST
Enjoy working enthusiastic, Send resume to, Dental, 28803 W. 8 Mile Rd., Suite 103, Livonia, MI 48152

EXECUTIVE Secretary for major import & export company in Farmington Hills, administrative duties, will work for management, experience on Word Perfect a plus or Data Write 4 or Office Writer. $19,000 Call Vicki at Uniforce

EXECUTIVE SECRETARY for a leading automotive plastics manufacturing firm. Reports to VP of manufacturing and director of quality assurance. Provide all secretarial assistance, computer of historical maintain reports, records and files. Consolidate data. We offer a competitive salary and benefit package. Non-smoking environment. Please send a resume and salary requirements to

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Data Entry Operators

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Resources
737-1711
Livonia - Farmington Hills

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Troy 588-9210
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TYPISTS
RECEPTIONISTS
CLERKS
SECRETARIES
WORD PROCESSORS
TELEMARKETERS
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504 Help Wanted Office-Clerical

EXCELLENT OPPORTUNITY
For general office. Typing and word processing. Benefits. Fee paid. 399-3450.
SNELLING & SNELLING

EXECUTIVE Legal Secretary for Senior partner of growing law firm. Experienced, articulate and well educated. Corporate Real Estate and Civil Litigations. Administrative background. Fabulous office. Farmington Hills. Word Perfect. Top Salary. 626-5000

EXECUTIVE SECRETARY
Fast paced Engineering office. Excellent typing & dictation skills with financial background preferred but not necessary. Send resume & salary requirements to: Mr. Makar, Ann Arbor, 2100 E. Maple Rd. 2300 Birmingham, MI 48009

EXECUTIVE SECRETARY
to 320,000
Seeking experienced professional with good communication, typing, shorthand & word processing (Word Perfect) skills. Southland desirable.

RECEPTIONIST to $16,000
Seeking experienced professional with good typing, 10-key, switchboard knowledge desirable. Typing ASQ Farmington Hills
851-3300

FALL INTO A KELLY JOB
No matter what the season, Kelly Services always has plenty of jobs to offer with top companies, great benefits and meet new people. Positions are now open for

Telemarkers
● sales and/or survey experience
● customer service experience

Receptionists/
Switchboard
● 6 months prior experience

For more information please call

Livonia 522-4320

KELLY TEMPORARY SERVICES
The "Kelly Girl" People
The First And The Best
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

FURNITURE STORE - Part time office help. Typing, some computer. Hours: Thurs.-Fri. 5pm-9pm, Sat. 12 noon-5pm
Dearborn 336-0340

PERSON for General Office Work & running blueprints. Small print shop. Apply
474-9352

GENERAL FILE clerks. (3) for major clothing corp. Plymouth & more experience in alpha & numerical files. $6/hr. Advancement opportunities. Call Nancy at 981-9000 ext. 2

GENERAL INSURANCE agency looking for typist. Experience necessary. Call Sharon at 459-5800

GENERAL OFFICE- including order entry & light typing. Must be an independent worker with good phone skills. Crooks & 15 area. Hrs. 9-4. Mon-Fri. Call Cleo

GENERAL OFFICE PART-TIME
16-24 hrs. Word Perfect knowledge and good type & phone skills. Near Southfield & Lahser. 2-3. Send qualifications to: Controller, 13250 Rotunda Dr., Dearborn, MI 48126

GENERAL OFFICE - part time, 20 hours per week, 11am to 3pm. Immediate opening within Jewish Federation offices of well established non-profit agency. Call Karen at 559-1211. Qualified candidate should possess pleasant phone manner, ability to type 50wpm, word processing a plus but will train the right person. Please send letter stating qualifications to Office Manager, P.O. Box 207 LV, Lathrup Village, MI 48076

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Health Care Organization in Lincoln Park seeks dependable individual for full time position. High school diploma, word processing, typing (60wpm) dictaphone and telephone experience required. Call Ms. Paige 386-4769

FARMINGTON HILLS CAREER OPPORTUNITIES
ALL FEES COMPANY PAID

Receptionist	$13,500
Account Administrator	$20,000
Insurance Secretary	$16,000
Booking Director	$11,440
Supervising Secretary	$15,500
Entry Level Secretary	$14,000
Office Manager	$22,000
Legal Secretary	$22,000
Accounting Secretary	$17,000
Bi-Lingual Secretary	$18,000
Accounting Clerk	$16,000

If you want more money, better benefits and great advancement potential and can type 50 wpm read no further. We have many full time openings than applicants. Call for an appointment 851-3560

FILE/General Office Clerk
PART-TIME
Highland Superstores has an immediate opening for a part-time File/General Office Clerk. This individual will be working in our Customer Accounts Payable Dept. Some previous General Office or related background skills preferred. This is a part-time benefits & the opportunity to work in a fast-paced, friendly environment. Please send your resume or apply in person to

HIGHLAND SUPERSTORES
Human Resources Dept.-F
703 N. Sheldon Rd.
Plymouth, MI 48170

FRONT DESK
FEE PAID - $14-$15,000
SOUTHFIELD - Industry leader returns to working world in time here. Must be outgoing and pleasant, have phone PM, with 2 answers (overnight involved). Nice surroundings 962-0565 or 644-6797
DOROTHY DAY PERSONNEL, INC.

FRONT DESK
SECRETARY
TO $18,700
Use your flair for people and good experience in this fast paced Detroit area environment. Good skills include: Light typing, 10-key. Fee paid. Call Deanore at 353-2090
SNELLING & SNELLING

FUN SPOT
$13-$15,000 FEE PAID
Work in these popular offices for a rapidly growing fascinating, prosperous and busy business! This is a great opportunity for the right person. You should have typing of 50 wpm, and good math skills, plus an ability to get along well with others in a busy office. Call Marge at
SNELLING & SNELLING
FARMINGTON HILLS

FURNITURE STORE - Part time office help. Typing, some computer. Hours: Thurs.-Fri. 5pm-9pm, Sat. 12 noon-5pm
Dearborn 336-0340

PERSON for General Office Work & running blueprints. Small print shop. Apply
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504 Help Wanted Office-Clerical

FRONT DESK SECRETARY
Suburban branch of international company offers hassle benefit plan & friendly working environment. If you have computer skills (Word Perfect & Lotus a big plus) & an exceptionally professional image & attitude, we would like to discuss this outstanding opportunity with you. Salary to $19,000. Call or send resume to Human Resources, Nancy Berr & Assoc., 29836 Telegraph, Southfield, MI 48034 352-2810

General Clerical Opportunities
If you possess accurate typing of 35-40wpm, excellent communication skills and a clear voice for a professional business environment we have several important position openings. Positions involve opening/sorting/distributing mail, filing, answering telephones & other clerical duties. Previous office experience preferred but not required. Jobs pay competitive benefits package is offered. Apply Mon-Fri, 9am-4pm.

Personnel Services
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

GENERAL OFFICE
Experienced Accounts receivable Secretary, 2 days a week. Southfield 352-2550

GENERAL OFFICE POSITION
Available in busy office. Must type 50 wpm, accurately and possess filing and phone skills. Telephone experience preferred. Printer non-smoker 337-4747

GENERAL OFFICE/ACCOUNTING
for distributor of construction materials. Includes word processing, invoice processing, some general bookkeeping and numerical varied duties. Duties and salary commensurate with experience. Send resume to P.O. Box 530, Novi, MI. 48050

GENERAL OFFICE RECEPTIONIST
$12,480. Fee paid. Benefits. Friendly suburban office. Use your typing and people skills. 399-3450.
SNELLING & SNELLING

GENERAL OFFICE
$18,000 FEE PAID
Small suburban office seeks dependable position for talented Secretary. Good all around skills needed. Full benefits. Call Ann at
SNELLING & SNELLING OF TROY

GENERAL OFFICE, hours 9am-5pm. Seeking individual with good typing skills to schedule appointments & maintain computer files. Must be currently located in Livonia, but office is moving to Southfield in Feb.

$263 50/week
Benefits include: during first 18 months, 100% tuition refund program, comprehensive medical, dental, vacations & holidays. Please send resume to Personnel Dept. Metropolitan Life, 550 New Center Place, Detroit, MI 48202
An Equal Opportunity Employer

INSURANCE AGENCY
personal lines underwriter. Must type 35 rate sheet/hr. Contact Jerry Conner 642-5900

Household Rental Services Inc., a genuine Cadillac Company is seeking collectors to handle bad debts, high and low level collections. Qualified applicants for bad debts and high level delinquents will have some previous collection experience, knowledge of state and federal laws and good communication skills. Considerable telephone contact. Applicants for low level delinquents collectors who have no previous collection experience must have good communication skills and the ability to make a commitment. Generous HRSI Offers & highly competitive salary and commission package. Apply in person. Call Barbara at 261-2600

INSURANCE SALES account representatives needed for State Farm Insurance Office, Bloomfield area 851-2757

504 Help Wanted Office-Clerical

GENERAL OFFICE
SOUTHFIELD - Wordstar experience, diversified duties. $18K range. Benefits. Fee Paid.
B. HAMIL PERSONNEL
424-8470

GENERAL OFFICE
Farmington Hills office. Responsibilities include light typing, switchboard, matching invoices, pick-up/drop-off, etc. Full time. Call
553-6260

GENERAL OFFICE part time. Accurate typing, pleasant phone manner and ability to learn & do a variety of tasks. Able to work intermittently from day to 1 week on an on-call list in basis for absences, vacations & holidays. Light typing, pleasant office atmosphere. Call Barbara 9am to 5pm daily 473-7530

Great Opportunities
Secretaries
Receptionists
Word Processors
Long and short term assignments available or permanent positions with paid holidays & vacations. Call today for more information.

Southfield 353-4420
Pontiac 682-4510

Personnel Pool
NEVER A FEE

INSURANCE
Home office Livonia insurance company has immediate full time openings for

Office Clericals
Benefits Analysts

Competitive salaries 4½ day work week, company paid fringe benefits. Dental plan, life insurance, paid holidays & vacations. Call
591-4690
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-12noon

INSURANCE - Southfield agency needs part time clerical help for personal lines underwriting and rating. One girl office. Flexible hours. Call Cathy
358-5391/640-9747

INSURANCE UNDERWRITER
Fast growing Troy auto insurance company has an excellent opportunity for an experienced Personal Lines Underwriter. Salary commensurate with qualifications. Benefit package exceptional. Send resume to 1050 Washer Dr., Suite 175, Troy, MI 48084

KEYPUNCH OPERATOR
Needed by Service Bureau. Experience required. Full-time. Electronic area 937-1180

JOBS JOBS JOBS
● WORD PROCESSORS
● DATA ENTRY
● RECEPTIONISTS
● CLERICAL
If you have the skills, we'll give you the experience. Immediate long and short term assignments available. Send resume to Personnel Dept. 31 entrance, call

Norrell Services
553-5861

LEGAL ASSISTANT.
Busy position typing in legal dept. Type 60 wpm, $500/week. & company pays our fee.
#1 Personnel Place
274-4230

LEGAL-LEGAL
FEE PAID - $24-$25,000
2 top spots! 1 with administrative duties, paralegal. 1 Litigation (available due to retirement) requires good salary and bookkeeping. Required use of IBM PC, software packages and experience in probate and estate work. Excellent benefits and future
962-0565 or 649-6797 eves.
DOROTHY DAY
PERSONNEL, INC.

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ARE YOU UNHAPPY with your present housekeeper? Too busy to Clean? Relax.. You've had it Maid. We clean to your satisfaction. Free information call Lina 687-0504

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Janitorial Services. Window Washing. Floor Care. Carpet Cleaning. Real Room Management. Building Maintenance.
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Home & Office Cleaning
We also do Windows
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Complete commercial cleaning
Floor waxing - carpet cleaning. Free estimates. Call Fred. 422-7238

WE CLEAN your home, office, anywhere. We do windows, floors, carpets. Crystal Clear Clean. Serv. For info Call 835-5927, or beeper #430-4278

129 Landscaping

AA ACE LANDSCAPE
Complete Lawn Care Up. Weeding, trimming & pruning experts. Shrub removal, shaping & sculpting.
EVENING GARDENERS
Call anytime 540-7101 533-6684

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Complete landscaping
Sodding - Schedule
Underground sprinkler systems installed & serviced. Trenching, dump spoil, bed edging.
Grading - Trucking - Decks
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● Topsoil 50lb. bag - $1.25
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● Play Sand & Fill Sand
● Drywall repairs 1hr
PICK UP OR DELIVERY
FOR RENT: Post Hole Diggers, Rototillers, Loaders, etc.
478-1729

Apple Landscaping & Diversified Services
● Landscape Design & Installation
● Sod, Seed & Mulch
● Tree & Shrub Maint. & Removal
● Concrete & Brick Pavers
● Snowplowing & Salting
Thanks to our Customers, we have expanded our services to better fit your needs. Free Est. 533-0066

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Fall cleanup and shrub trimming and planting. Free estimates, reasonable
CRIMBOLI LANDSCAPE
SALE - 15% OFF ALL TREES!
Landscape Design/Installation
40 Acre Tree Farm
- Garden Center -
50145 FORD RD., CANTON
(4½ miles W. of I-275)
Mon.-Sat 9-6 Sun. 11-4
495-1700

IRON HORSE ENTERPRISES, INC.
Full Lawn & Landscape
Topsoil & grading, seed, sod, mulching, power tilling
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135 Lawn Maintenance

R & H LAWN CARE
Aerating, power rake, shrub trimming/removal, leaf removal, clean gutters. 535-7756 or 538-1170

138 Lawn Sprinkling

LAWN SPRINKLER SYSTEMS
Winterizing 20 Yrs. Exp. Lic. & Ins. Install & Repair, Pipe pulling - Boring - Trenching 348-6990, 533-8315
Lic. Master Plumber 352-2110

150 Moving & Storage

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Any Size Job - Reasonable Rates
Short Notice Service
Free Estimate - Insured 682-9172

EXODUS MOVING LINE
Local, long dist. Office & residential. Quality move at low price. $38/hr. Autumn Special Anytime. 383-3058

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Apartment, home & office
$38 per hour 399-1159

152 Mirrors

CUSTOM MIRRORED WALLS
Bi-fold doors and glass tabletops
Discount prices
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165 Painting & Decorating

AAA EXPERT PAINTING. Free estimates. Interior & exterior. Budget. Lic. & Ins. 20 yrs exp. References. Chuck Burns. 559-8611 or 642-2218

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Interior/Exterior. Free est. Power washing & aluminum siding refinishing. Drywall repairs. Ins.
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... REASONABLE RATES
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Quality Work & Free Est.
At Affordable Prices
Lic. & Ins. Floyd Dale
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Wallpaper removal - plaster/drywall repair. Interior/exterior staining. Ins. & Ref. Call Mark. 392-3737

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Fantastic Prices
50% Off
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LOWEST PRICES-BEST WORK
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Experience. Reliable. Dependable. Free Estimates 474-4229

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★ FALL SPECIALS ★
INTERIOR/EXTERIOR
(Trim Carpenter on Staff)
Ref. available Free Est.
349-2123 ★ 474-2258

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& PLASTERING
We do only clean, high quality work. Satisfaction guar. References in Birmingham area. Free estimates. James Pope 334-1891

European Touch
WALLPAPER - PAINTING
WE DO IT ALL!
FREE ESTIMATES INSURED
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EXPERT PAINTING & Repairs at affordable prices. Int., Ext. Full days of painting & wall covering. Call Don 363-8122

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& HOME MAINTENANCE
Quality work at competitive prices
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