504 Help Wanted Office-Clerical

BOOKKEEPER/SECRETARY
Responsibilities include Accounts Payable & Receivable, Payroll & Taxes, General Ledger, phones, & typing. Great busy office (Farmington, Farmington. Send resume & salary requirements to: Box 528, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Troy manufacturer has an immediate opening for a full charge bookkeeper. Applicants must have a well diversified background in all areas of accounting. Computer literacy a must. Also benefits. If interested please send work history and salary requirements to: Box 536, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Clerical

CLAIM SUPPORT SPECIALIST

Southfield claim office of Citizens Insurance Company of America is seeking qualified candidates for clerical support. Two (2) positions available

Full-time position requires high school graduate or equivalent. Prefer min 2 years insurance related clerical experience and familiarity with Medical, Legal, and Insurance terminology. Strong communication skills essential. Typing skills needed. Competitive salary and excellent benefit package.

Part-time position calls for strong typing ability in addition to good communication skills. Hours are 8:00 A.M. to 12 Noon, Monday thru Friday.

Qualified candidates can send resume and salary requirements in confidence to

CITIZENS INSURANCE COMPANY OF AMERICA

Attn: Holly Lutuszay, Manager
P.O. Box 5122
Southfield, MI 48086-5122

Equal Opportunity Employer M/F

CLERICAL - Full-time. Typing, filing, figure work, phone and public contact. Hiatt Park area. Call George or Tanna. 538-2100

CLERICAL - GENERAL OFFICE
Part time 25 flexible hours per week. Will include some evenings and weekends. For appointment, call Hearthstone Farms, 349-4500

CLERICAL - part time 4-5 hrs per day, typing experience necessary, has-little-more. Apply Acme Carbide, 6202 Executive Dr. E., Westland.

CLERICAL - Part time opportunity and data entry knowledge helpful. Flexible hours. Apply at Dayton Electric Corp. 44425 Schoolcraft Livonia (W. of Farmington Rd.)

CLERICAL
• Secretaries (50wpm)
• Receptionists
• Word Processors
• Switchboard Operators
• Typists
needed for north & west suburbs. Excellent salaries & benefits required. Call for appointment.

EMPLOYERS TEMPORARY SERVICE
Southfield 353-7050

CLERK TYPIST
Experienced in WordPerfect 5.0, full or part time. Farmington Hills.
553-0850

COLLECTORS
for a rapidly growing auto financing company. Full time, flexible hours. Experience in collections helpful but not necessary. Salary based on experience. Several openings available. To apply, call Mr. Mulligan between 9am-5pm at 353-2760

504 Help Wanted Office-Clerical

CLERICAL
Large volume $ star dodge dealer is accepting applications for all positions. We offer pleasant working conditions, competitive wages, growth potential and much more. Join our team of customer service professionals. Apply in person at Crestwood Dodge Service Dept., 32850 Ford Rd, Garden city.
No phone calls please.

CLERICAL
Typing, filing, general office help needed. Attention to detail a must. Flexible shift. Troy based company. Ask for Shirley. Mon.-Fri. 8:30am-5pm. 362-5000

CLERK TYPIST for fast pace Northwest Detroit office. Must type minimum 55 words per minute. 16000 Fullerton. Located last W of Greenfield, N of I-96. Call Mon. Tues. Thurs. Fri., 10am-3pm. 837-0900

CLERK TYPIST
Rapidly expanding Detroit based firm seeks entry level clerk typist. Candidate should possess a min. typing speed of 40wpm, good phone skills & general clerical knowledge. Excellent advancement opportunity! This position is full time with complete benefit package. Please send resume to:

Clerk Typist
P.O. Box 779
Detroit, MI 48228

COMPUTER/ACCOUNTING CLERK

Ferndale Builders Office, prefers person familiar with PRO-MAT/MOV System. Accounts Payable/Receivable & Typing. Closings background. Send resume to Box 482: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPUTER OPERATOR
Experienced, full time afternoons. Send resume to: Personnel Dept. 101 Union St Brokenarrow, NH, 03076

CONSTRUCTION SECRETARY
Experienced in the construction industry, word processing and sales. Send resume to: Box 8522, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CO-ORDINATOR FOR SMALL non smoking, fast paced office in 13 Mile/Northwestern area. Heavy phone work to direct field staff. 8:30am-5pm. No health benefits. Call Pat at Initial Staffing 540-0010

CORPORATE SECRETARY
Immediate position available for experienced secretary. Duties to include, answering phone, word processing, and administration of benefit plans, knowledge of word perfect required. Send resume with salary requirements to: 27240 Haggerty Rd. Ste E1, Farmington Hills, 48331

NATIONAL Micro Computer Manufacturer seeks knowledgeable, energetic, P.C. Conversant Customer Support Representative. Flexible shifts. No travel. Send resume & salary history to: 23978 Freeway Park Dr., Farmington Hills, MI 48024

CUSTOMER SERVICE/Sales Support. Computer experience and 2 years work experience a must. Send resume, references & salary requirements to:
P.O. Box 526, Southfield, MI 48037, Confidential Attn: A-D-CSI

DATA ENTRY/ACCOUNTING
Position, full time/part time office. Accuracy a must! Some experience helpful but will train. Send resume to: Unique Restaurants Inc. Attention Michelle, 30100 Telegraph Rd. Suite 430, Birmingham MI 48010

#1 TEMPORARIES NEEDS
• Secretaries
• Word Processors
• Data entry clerks
• Receptionists
Long & short term assignments available for those with excellent clerical skills. Some temp to perm. Call Judi
274-4230

DATA ENTRY CLERICAL
Southwestern Wayne County rubber manufacturer has part-time hours for entry level data clerk with light clerical duties. Experience desirable, 20 - 25 hrs. per week. Flexible hours. Send resume to: P.O. Box 309, Belleville, MI 48111.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CORPORATE SECY'Y
FEE PAID - $22,000
NORTH AREA: Will deal with highly confidential matters in public relations and the press. Interesting variety. Must be good typing, 5 to 6 word Perfect and ability to take notes. Full benefits.
649-6797 or 962-0565

DOROTHY DAY PERSONNEL, INC.

DATA ENTRY and/or Word Processor for Southfield City. Word Perfect preferred. Excellent benefits
Call 557-5000

DATA ENTRY/CLERICAL, Troy office, Big Beaver & Coolidge area. Send resume to: P.O. Box 1321, Troy, MI. 48099.

DATA ENTRY CLERK
We are looking for responsible, self motivated individuals with at least 2 yrs data entry experience.
PC experience helpful but not necessary. Must type minimum 60 wpm accurately.
Please send resume with previous experience & salary to: Box 8547, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DYNAMIC
TEMPORARY SERVICES

Immediate openings for data entry personnel. Full and part time positions. All shifts available. For interview, call Sandy at 569-2000

EDP MANAGER
Livonia beverage wholesaler. Must have 3-5 years mini computer experience. Send resume & salary requirements to: 33601 Veronica, Livonia, MI 48150

ENTRY LEVEL
Southfield based firm is looking to fill a general office position. Week days.
557-9140

EXECUTIVE ASSISTANT TO PRINCIPAL

Executive assistant position to the principal for Birmingham private high school. Excellent written and verbal communication skills; high level computer capability (Word processing, spread sheeting, school accounting). Experience a plus), excellent organization and secretarial skills; ability to work independently. Resume in confidence: High School 7225 Lasher Rd.
Birmingham, MI 48010

EXECUTIVE SECRETARY
Full time position in sales department, Farmington Location. Must have excellent typing skills. Shorthand required. Applicant must be detail oriented. Organized, with good communication skills. Salary to commensurate with experience. Send resume including salary requirements to: P.O. Box 5091 Southfield, MI 48086.

EXECUTIVE SECRETARY

Birmingham Real Estate Group needs a professional professional with residential mortgage closing experience, has an immediate opening, for a part time, mature, entry level data processing clerk in our Birmingham corporate office location. Must be organized, accurate, adaptable, have typing, 10 a key and filing skills. Experience helpful. Willing to train. Apply in person.

FOLAND'S
Corporate Office
29753 Plymouth at Middlebelt
Livonia, MI

DICTAPHONE TYPIST - Pontiac. 60wpm minimum. $15-$16K range Benefits. Fee paid.
B. HAMILL PERSONNEL
424-8470

EDITORIAL SECRETARY
Technical Writing firm (Livonia, Redford area), is looking for an editorial secretary (non smoker). Requires ability to work independently, keeping track of work in progress. As department secretary, must be able to adjust priorities. Requirements include: Accurate typing, spelling & grammar skills, proficient in word processing, organizational skills a must. Send resume & salary requirements to: ACI Personnel Coordinator, P.O. Box 19346, Detroit, MI. 48219-0150

504 Help Wanted Office-Clerical

EXECUTIVE LEGAL SECRETARY
For Senior partner of growing law firm. Experienced, articulate and well educated. Corporate, real estate and civil litigation. Administrative and supervision. Fabulous offices. Salary commensurate with experience. WordPerfect Top Salary. Benefits. 626-5000

EXECUTIVE SECRETARY
Immediate opening for detail oriented Secretary with outstanding secretarial skills including shorthand. Good communication and business writing skills. Word processing experience necessary. We offer a competitive salary & benefit package. Send resume & salary history to P.A.M., P.O. Box 306, Troy, MI 48099

EXECUTIVE SECRETARY. Shorthand & PC experience required. Excellent salary and benefit package. Send resume to Elan Electronics Corp. 23240 Industrial Park Dr. Farmington Hills, MI 48335
An Equal Opportunity Employer

EXECUTIVE SECRETARY
To $30,000 No Fee
Beautiful Troy offices of Kelly Corp. Generous salary! Top benefits! Paid overtime! Need 2 years experience, 60 wpm typing, strong word processing skills and professional image.
RBS ASSOCIATES AGY. 540-4130

EXECUTIVE - secretary - Birmingham law firm. Excellent pay, benefits & Desktop publishing experience, dictaphone and word typing for company president. To $24,000 Benefits. Fee paid

SECRETARY - Troy 70 WPM typing, transcription, word work with letters, documents & phones, benefits, $18,000 Fee paid

TEAM - secretary, Farmington Hills, typing 70 wpm, work for executives, good English, punctuation & spelling, benefits $18,000 Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

EXECUTIVE word processor. University degree. Word Perfect 5.0 kills 4000, Decmate, $1733/mo. Call Gerry at Uniforces 646-7087

EXPORT DOCUMENTATION CLERK

A leading international trading company is seeking a Data Entry Clerk to coordination of shipments from suppliers and the preparation of related export shipping documents. Duties include functions, invoices and drafts. Experienced only. Forward resume and salary requirements to
Human Resources Dept
P.O. Box 968
Troy, MI 48099

FARMINGTON - Insurance agency needs career oriented secretary with top-notch receptionist & typing skills. Must have knowledge of WordPerfect and dictaphone, and be detail oriented and organized. Salary commensurate with experience. Excellent benefits package available. Call Jim or Cathy or leave message on recorder: 553-2280

FEE/EMPLOYER PAID SEARCH
Legal company in Livonia. Experienced. Full time. 464-6040

FRONT DESK clerk, part time, some eves. & weekends. Apply in person. Scottish Inns of Farmington, 4110 Telegraph Rd., Bloomfield Hills

FULL CHARGE BOOKKEEPER
Complete all phases thru financials. Large auto repair, Southfield. Send resume to: 2071 Cole Oak Lane, W. Bloomfield, MI., 48033.

MATURE individual, approximately 30 hrs per week. General office, includes medical insurance billing. Southfield area. Good hrs. Good pay. Send resume to: Box 530 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME STUDENTS
Generic Office Jobs, 20 hrs. per wk. Perfect for those who wish to continue working part time during the Fall/Winter Semester. Apply in person. Mooney Processing Company, 33100 W. 8 Mile Rd, Farmington, MI.

504 Help Wanted Office-Clerical

EXPERIENCED LEGAL SECRETARY. For Southfield Defense Firm. Word Perfect skills required. Salary commensurate with experience and ability. Call 352-7980

File Clerk (s)

Horizon Health Systems, Southfield based health-care organization has immediate openings for temporary File Clerk Responsibilities include alphabetical filing of ledgers, processing of mail and other related duties as assigned. Interested applicants may call:

746-4369
Between 9am-4pm
An Equal Opportunity Employer

GENERAL OFFICE - clerk, will train typist/typist, automated bookkeeping. $667/mo Call Lisa at Uniforce 472-2934

GENERAL OFFICE - $4.55-$5.00 an hour, part time, Mon-Fri 1-5pm. Answer incoming calls. Misc. office duties. Phone experience necessary. Clarkson area 583-2945

GENERAL OFFICE POSITION available in Bloomfield Hills property management office. Excellent filing & phone skills required. Word processing knowledge helpful but not necessary. Send resume and salary history to General Office, P.O. Box 5071, Southfield, Mich 48086

GENERAL OFFICE
Southfield based property company seeking self-motivated individual for varied responsibilities in management and general office work. Typing 55 wpm, word processing knowledge, good communication skills and detail oriented. Automated. Good benefits Weekdays: 557-9140

GENERAL OFFICE, full time - days, good communication skills & word processing. Troy. 641-5995

GENERAL OFFICE, 14 Mile-John R, Mon-Fri Experienced, dependable, non-smoker 588-4350

GENERAL OFFICE
2 person office, answer telephone & perform other General Office functions. Troy 589-0520

GENERAL OFFICE
Part time position available in our Farmington Hills location. Entry level position. Call 489-5357

GENERAL OFFICE - Good phone, typing & filing skills needed. Small fast paced office growing company. Livonia/Redford area. Call Darlene between 12noon-4PM 533-1369

GENERAL OFFICE
Experienced in all phases of office work, some bookkeeping. Send resume to: P.O. Box 6008, Wixom, MI 48393

GENERAL OFFICE - part time Southfield area. Mon. thru Fri. 9am-4pm. Arnold Nursing Home 10320 W. Pierce

GENERAL OFFICE - part time, 3 days per week, 9-5 for Madison Hts sales office, typing, filing, phones, other clerical duties. Shorthand a plus. Mature, responsible party call 399-9000

GENERAL OFFICE
Hendrick Motor Sales in Dearborn area is looking for an individual to perform general office duties. Must be well organized, enjoy working with number & have excellent communication skills. Minimum of 1 year office experience. This is a permanent position. We offer competitive wages & benefit package. Call Barbara for an interview at 565-3683

GO SPARTANS
To
ExtraStaff For Summer Jobs
845-0900

INSURANCE AGENCY: In Northville, needs mature, personal lines person. Must type 40 wpm.
349-2000 or 474-1610

504 Help Wanted Office-Clerical

GROWING CONSUMER -finance company has an immediate opening for a people oriented person with good office skills in our Livonia location. Excellent starting salary and fringe benefits. Send resume to: P.O. Box 525, Livonia, 48152
An Equal Opportunity Employer

GUIDANCE SECRETARY

Secretary position to busy guidance dept. for Birmingham private high school. High level computer skills (word processing, spread sheeting, and school accounting support systems experience), good written and verbal communication skills; excellent organization and secretarial skills. Resume to:
St. Michael High School
7225 Lasher Rd.
Birmingham, MI 48010

IMMEDIATE OPPORTUNITIES
• WORD PROCESSORS
• DATA ENTRY
• RECEPTIONIST
• TELEPHONE OPERATORS
With Textron Recognition
• MEDICAL SECRETARIES
• MEDICAL BILLERS

CONTEMPRA
583-9500
BENEFITS NO FEE

INSURANCE CLAIMS CLERK
Branch claims office in Livonia has opening for an experienced claims clerk. Excellent typing and telephone skills required. Qualified candidates should forward their resume and salary requirements to:
Claims Clerical Supervisor
Lake Shore Life Insurance Co.
P.O. Box 52427
Livonia, MI 48152-0427

INSURANCE/CUSTOMER SERVICE REPRESENTATIVE
for commercial line property/casualty insurance agency. Clerical skills & previous agency experience required. Call 971-2398

INSURANCE

Large Insurance Agency is seeking a Qualified Professional Insurance Staff, due to our continued growth

STAFF ACCOUNTANT

2 yrs Accounting Experience
Company Experience preferred in Lotus 1-2-3 and Computer Ledger

Excellent Benefits Available

NON SMOKING OFFICE

Please send current resume with letter outlining salary history

DONNA ECONOMO
MEADOWBROOK INSURANCE
24370 NORTHWESTERN HWY.
SOUTHFIELD, MI. 48075

INVENTORY CONTROL
Good with numbers, detail oriented, computer experience helpful, part time, $5/hour to start plus benefits. Call Personnel at 557-9473

KEYPUNCH operator, Southfield automotive, 7000 keystrokes plus, 2 shifts, hiring! helpful, $6-$7/hr. Call Heather at Uniforce 357-0648

LEGAL ASSISTANT position available for a self-motivated, 3-5 yrs paralegal personal injury experience. Send resume to Patti Tremel, Bloom & Ravanagh, 30600 W. 7 Mile, Livonia, MI 48152

LEGAL SECRETARY with 1-2 yrs experienced, large Bloomfield Hills law firm. Word processing experience necessary. Phone Denise 258-2443

LEGAL SECRETARY
For plaintiff personal injury firm in Southfield. Expert in area of medical malpractice, products liability, auto negligence. Knowledge of word perfect & Lexis/Nexis helpful. Call Barbara 552-1000

LEGAL SECRETARY

Downtown Defense firm, 2 yrs. experience. Excellent skills. Capable of making sound judgment decisions. Send resume to Office Manager: 1700 Penobscott Building Detroit MI, 48226

504 Help Wanted Office-Clerical

A LEGAL SECRETARY Full time for Southfield Town Center law firm, word perfect, 1 to 3 years experience in bankruptcy, divorce, and general practice. Excellent salary and benefits Call Barb 353-3850

LEGAL SECRETARY-Experienced legal secretary needed for processing, shorthand, excellent typing and organizational skills for growing Southfield law firm. Benefits and excellent working conditions 356-4900

LEGAL SECRETARY
Full time, experienced for Birmingham law offices 258-5959

LEGAL SECRETARY
Permanent part-time WordPerfect skills for attorney in estate planning & qualified plans. Pleasant office. Telegraph near 15 Mile 644-1884

LEGAL SECRETARY
2 years WordPerfect experience, informal atmosphere Birmingham law office 540-7650

LEGAL SECRETARY
Experienced, one of three hires Fri 8:30-5pm. Typscripts Call Anita 483-0535

LEGAL SECRETARY. For small Southfield Law Firm. Permanent part-time, approximately 4-3 yrs legal experience. Contact Judy. 557-6700

LEGAL SECRETARY
For senior partner in Southfield Town Center law firm. WordPerfect required. Call Chris 358-0080

LEGAL SECRETARY
for Southfield law firm. Corporate & real estate experience required. Word processing experience preferred, excellent salary & benefits 334-4030

LEGAL SECRETARY
Bloomfield Hills law firm seeks experienced legal secretary with WordPerfect. Real estate background. Challenging opportunity, excellent benefits, salary commensurate. Call 258-3014
An Equal Opportunity Employer

LEGAL SECRETARY
EXCITING OPPORTUNITY
Major corporation seeks Legal Secretary with 6 months - 1 years experience. Excellent typing/grammar skills required. Competitive salary and comprehensive benefit package. Send resume to: Ann Thomas & Associates, 3000 Town Center, Suite 2333, Southfield, MI 48075 or call 355-4140

LEGAL SECRETARY
REAL ESTATE CORPORATE
One of Michigan's largest corporations seeks a Legal Secretary with 2 years experience, superior typing, spelling and grammar skills. Excellent salary and benefits package (medical, dental, optical, pensions and more. Send resume to Arthur Thomas & Associates, 3000 Town Center, Suite 2333, Southfield, MI 48075 or call 355-4140

LEGAL SECRETARY
Mid-size litigation firm seeks WordPerfect 5.0 kills 4000 Decmate, $1733/mo. Call Gerry at Uniforces 646-7087

MORTGAGE LOAN PROCESSOR
Experience required
Call Joe Kronk at 352-8545

MORTGAGE LOAN ORIGINATOR
Experience required
Call Joe Kronk at 352-8545

NOW HIRING!!!
• Typists
• Legal Secretaries
• Word Processors
• Medical Billers/Coders
• Data Entry Operators
• Receptionist/Switchboard Operators
• Clerks
• File Clerks
Excellent opportunity for long and short term assignments! Flexible work schedules. Good benefits! Must have own transportation

TOP PAY
$150 BONUS
HOLIDAY PAY
OVERTIME PAY
INSURANCE
Livonia 464-2100
Southfield, 557-5700
SNELLING TEMPORARIES
NEVER A FEE

OFFICE MANAGER/SECRETARY for auto recovery company in Oak Park. Must have excellent clerical skills. M-F, 9am-5pm. Casual dress. Salary state requirements, reply to: P.O. Box 21596, Detroit, MI 48221

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Mid-size litigation firm seeks experienced individual in WordPerfect 5.0. Excellent environment/benefits. Salary commensurate with experience. Call Barb 965-8100

LEGAL SECRETARY - For Troy law firm. Business/Estate planning & word processing experience required. Salary commensurate with experience. Non-smoker. Send resume to Secretarial Committee, HQ. Box 9804, Troy, MI 48084-3328

LEGAL SECRETARY
$26,000
Prestigious firm Congenial partner. Exceptional benefits including pension and 401K. 358-2160
DAVIDSON LAIRD & ASSOC

LEGAL SECRETARY
$26,000
Well known firm needs your good skills and litigation experience. Beautiful new offices 35 hour week. Excellent benefits Fee paid Call Barbara 772-6760
SNELLING & SNELLING

LEGAL SECRETARY
$23,000 FEE PAID
Medical malpractice and litigation experience preferred for this well known law firm. Word processing experience needed. Outstanding benefits. Call Barbara 557-5300
SNELLING & SNELLING OF TROY

LEGAL WORD PROCESSOR
(Temp to perm) 3 days week 9:30am-5:30pm. $10/hr $306 helpful, but willing to train. Word Perfect 5.0 Salary requirements to: Hentler, Pulliam & Hentler, 560 Kirkpatrick Rd., Suite 180, Troy, MI 48098
Attention Gail

MATURE PERSON NEEDED
General office duties Make appointments for salesman. Light typing. Southfield area. Salary commensurate. Send resume to Box 488: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY
Plaintiff Medical Malpractice.
Southfield Non smoking office. Word Perfect 5.0
557-2222

MEDICAL MANAGEMENT SUPPORT PERSON
Outgoing person to train and support medical office staff. Must have experience in medical insurance billing and knowledge of computer systems. Some travel required. In addition we offer a leading Farmington area with similar experience 258-4838

MORTGAGE LOAN PROCESSOR
Experience required
Call Joe Kronk at 352-8545

MORTGAGE LOAN ORIGINATOR
Experience required
Call Joe Kronk at 352-8545

NOW HIRING!!!
• Typists
• Legal Secretaries
• Word Processors
• Medical Billers/Coders
• Data Entry Operators
• Receptionist/Switchboard Operators
• Clerks
• File Clerks
Excellent opportunity for long and short term assignments! Flexible work schedules. Good benefits! Must have own transportation

TOP PAY
$150 BONUS
HOLIDAY PAY
OVERTIME PAY
INSURANCE
Livonia 464-2100
Southfield, 557-5700
SNELLING TEMPORARIES
NEVER A FEE

OFFICE MANAGER/SECRETARY for auto recovery company in Oak Park. Must have excellent clerical skills. M-F, 9am-5pm. Casual dress. Salary state requirements, reply to: P.O. Box 21596, Detroit, MI 48221

HOME & SERVICE GUIDE

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

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REPAIRS & INSTALLATION
Competitive, 20 yrs. Experience
Fully Licensed & Insured
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SPECIALI HIGH Efficiency 100,000 BTU Furnaces, Air conditioner, completely installed-$2,500. State Licensed Contractor. 697-8348

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Sales/Service/Installation
Licensed & Insured
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6 Aluminum Cleaning

A BEAUTIFUL JOB
Power washing, exterior aluminum cleaning and refinishing
Don-Pile Painting
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Aluminum/vinyl brighteners, 4 step process. Hand brush with chemicals, Power wash, Tower rental, Protective Sealer Added. Free Estimates.
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Commercial and Residential

9 Aluminum Siding

AAA ALUMINUM/VINYL SIDING
Trim, gutters, replacement windows & doors, decks, repairs
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Free Estimates
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PROVIDE QUALITY
RELIABLE SERVICE
Call now for your FREE estimate!
On aluminum & vinyl siding, gutters, top quality vinyl & vinyl replacement windows, bays & bows. Lifetime warranty, Tower rental, Protective Sealer Added. Free Estimates.
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Commercial and Residential

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15 years experience, Free est. Reasonable rates. All work guaranteed.
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Drains & Sump pumps repaired
24 YEARS EXPERIENCE
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Fair Prices, Free Estimates.
20 Year Guarantee.
TRACHER CONST. 535-1574

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Free est. No obligation. Best any estimate by 30%! Quality work. Ref. Written guar. Sr. discount. 827-6318

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NATIONWIDE SINCE 1958
FULLY WARRANTED
LICENSED & INSURED
B-DRY SYSTEMS
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27 Brick, Block, Cement

AAA
BRICK REPAIRS
Chimney, porch, steps, brick sidewalk, concrete driveways, sidewalks and patios. 28 years experience. Free estimates. Ken 473-5003

AAA BRICK WORK
Porch & chimney repairs, tuck pointing, basement waterproofing, free est. 427-9541

AAA CUSTOM BRICK WORK
Specializing in all masonry repairs & new construction brick sidewalks & also chimney & porch repairs, brick additions & glass block. Free Est. Call Keith 477-9673

AAA MASONARY WORK
No job too small. Free Estimates. Guaranteed work. Call anytime.
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AAA MIKE LAFRATE CEMENT CO.
All kinds of cement work.
Res. & Comm. Insured & Bonded.
Licensed. 581-0888

AA CHIARAVELLI CO. AA
Shed Stalls, Footings, Masonry Patios, Porches, Driveway Repair
11½ yrs. Small & large work.
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DRIVEWAYS, garages, walks, porches, foundations, Brick & Block, Licensed. 585-7478. Free Est.
UNIVERSAL CEMENT CO.

27 Brick, Block, Cement

A BID YOU CAN AFFORD
Porches-Masonry
New/Old, Small/Lg. 11 Yrs. Exp.
(Porch Specialist) Ken 522-3569

ACE CEMENT WORK, free estimates. Drives, sidewalks, patios, etc. Remove & replace, housing available. Ken. 728-5945

AFFORDABLE TOP QUALITY
Masonry 30 yr. •Porches •Chimneys. Sidewalks/Driveways. Brick/Block. Rebuild-Repair, free est. Klann Construction Co. 534-5306

A FREE & FAIR ESTIMATE
on all cement, brick & block work. Porches, walks, driveways, chimneys & patios. Glass block & brick pavers. Residential & Commercial. Lic. & Ins. Call anytime. 534-1570

ALL BRICK REPAIR
CHIMNEYS, PORCHES, PATIOS
442-0178

ALL TYPES - brick, block, cement, chimneys, driveways. New & repair.
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CONCRETE READY MIX
HAUL IT YOURSELF
½ TO 2 YDS TRAILERS FREE
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BRICK DOCTOR
Brick - Block - Cement
Porches, Steps, Chimneys 476-4181

BRICK RESTORATION
Caulking, tuck pointing, brick replacement, brick cleaning, brick waterproofing. Res. & Comm. Insured. Call Kelly 477-1164, 348-2511

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Garage Floors, Drives, etc.
Specializing in Removal & Replacement. Lic. & Ins., Free Est. 261-2818

Chimneys
Repaired or built new
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ROOF LEAKS STOPPED
Senior Citizen Discount
CROWN CONTRACTING
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Specializing in driveways & patios. Also concrete and brick repair. Tuck pointing. Joe Magee, 531-4475

DRIVEWAYS-Walks-Patios-Floors
Shed slabs • porches • steps
Patchwork - small or large
Work myself. John 533-8962

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Brick, block, cement. Residential and commercial. Licensed & Insured. Call Bob 538-2866

ITALO ROMANA CEMENT CO.
40 Yrs. exp. Garage, driveways, patio. Garage raising. Licensed, Bonded. Insured. 478-5908

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Brick, Block and CEMENT
No Job To Big Or Small
Free Est. Lic & Insured 455-2925

Frank Vento
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• WATERPROOFING
• DRIVEWAYS
• GLASS BLOCK
• BRICK PATIOS
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I Do My Own Work
34 Years Experience
FULLY LICENSED & INSURED
Free Estimates
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27 Brick, Block, Cement

EMH CONTRACTING INC
Cement & Masonry
•All Repairs •Small or large
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•Walks •Commercial
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