504 Help Wanted Office-Clerical

MARKETING SECRETARY
Diversified health services corporation based in Southfield is seeking a full-time marketing secretary. Well assist administrative staff in coordinating marketing programs for affiliate offices. Candidates must have excellent word-processing/computer skills. Knowledge of Word Perfect 5.1 and Lotus 1-2-3. Must have a minimum of 2 years office experience with some marketing experience. Very pleasant working environment. For information please call Mon-Fri., between 1-4PM. 352-7530

Microsoft

Experienced Word Processing Secretaries needed for long and short term position in Troy.
Southfield, Warren and Farmington. We provide assignments at many of the top companies in Metro Detroit. We offer good pay and an excellent benefit package including tuition reimbursement. Call today for an interview.

TSI
Office Services
589-7088

OFFICE ASSISTANT - FULL TIME
Southfield location. Entry level position. Must have good typing skills, experience, good math ability and 10 key calculator skills necessary. Responsibilities include switchboard & various clerical duties. Call before 11:00am 352-0379

OFFICE HELP
experienced preferred, part time for evenings and weekends. Lasky Furniture, Livonia. 427-8800

OFFICE MANAGER
Experienced office manager for fast paced automotive business. Responsibilities include managing staff of 3 clerical personnel, payroll, bookkeeping experience a must. Salary and benefits commensurate with experience. Send resume with salary history and references to: Box 8, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER - PART TIME
Experience helpful in accounts receivable, collections, payroll, collections & customer service. Ask for Ms. Kelner. 422-6222

OFFICE MANAGER
The Oakland County Pioneer & Historical Society is seeking a qualified person as office manager for the Board of Directors for this non-profit corporation. Must have organizational, writing, typing and filing skills. Must be able to work with volunteers and have an interest in Oakland County history and genealogy. Public relations is an important aspect of this position. Hours 9AM-4PM 5 days a week. Beginning salary $12,000 per year. Please send resume to: Donald H. Dagay, P.O. Box 214535, Auburn Hills, MI. 48321

ORDER DESK
Telephone, filing, etc. Computer terminal experience helpful. Pleasant conditions. Full time position. Dependable, efficient, communicate with ability. Dr. Wright's 348-7900

ORGANIZED & CONSCIENTIOUS
clerical person needed for new dayCity center in Novi. Part time, afternoons or evenings. Duties include: Assisting manager, cashiering, phones & filing. Daycare benefits available. Pleasant working atmosphere. Call Jean, Mon. - Fri., 10-3pm. 261-1934

PARALEGAL for Southfield Defense firm. Excellent benefits, pleasant surroundings. 355-4141

PART TIME CLERICAL POSITION
Immediate opening. Assist Payroll Coordinator with data entry, file maintenance & governmental reporting. Must be conscientious, dependable & detail oriented, familiar with computerized systems & Lotus. Southfield location. Call Mon.-Fri. 8:30am-5pm 357-8187

504 Help Wanted Office-Clerical

OFFICE MANAGER/executive secretary, personnel, insurance, & bookkeeping experience necessary. Types 70-80 wpm. Shorthand 80 100 wpm. Send resume with cover letter & salary requirements to: Capeks, 390 Enterprise Ct., Bloomfield Hills, MI 48302

OFFICE - Permanent position for dependable person to work in the counting department of large retail chain. E Mile/Lahser area. Mr. Cash 353-0190, ext 471

ORDER TAKER/data entry. Office experience necessary. Fast paced international distributor. Up to $7/hr. Call Diane at Uniforce 357-0036

PAYROLL PERSON - full time. Experienced in all phases of payroll. Apply: Scott Plastics, Corporate Office, 32031 Lindy Rd. Madison Hts. 589-1100

PHYSICAL THERAPY AIDES
needed for Detroit based nursing home. Experience necessary. Please call 835-8450

PROPERTY MANAGEMENT CO. in Southfield is seeking an individual to join their team acting in the capacity of their receptionist. Other functions would include working with Accounts Receivable & Accounts Payable. If you have the ability to work in a pleasant environment with challenging work assignments is something you desire please send your resume with salary requirements to: Box 8, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Livonia CPA firm seeks experienced receptionist/secretary. Typing/word processing and general office experience preferred. Send resume to Box #648, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Short and long term assignments. $5-$6/hr. Experience necessary. Call 464-7078
ETD Temporary Service

RECEPTIONIST SECRETARY
Must be a career minded self starter with good organizational skills. Plymouth area. 455-8790

RECEPTIONIST - Full time. Typing, computer skills and pleasant phone voice required. Farmington Hills. Call 9-5pm, Mon. - Fri. 626-9725

RECEPTIONIST/TYPIST - for Farmington Hills mortgage company. Full or part-time. Call Bob Oakwood 737-7020

RECEPTIONIST - must be pleasant, insurance experience helpful. Typing & clerical work for chiropractic office in Livonia. 427-4300

RECEPTIONIST
Southfield firm. 45 words required. 355-0400

RECEPTIONIST
Light typing and bookkeeping, some word processing. Compensation commensurate with qualifications. Send resume to:
Weisberg & Watson, PC., 21650 W. 11 Mile Rd., Suite 202, Southfield, MI 48076 or call 350-1000

RECEPTIONIST - Southfield area national property management firm. Sharp professional, excellent phone skills, light typing and clerical. Non smoking office. Send resume to: 25168 Northwestern Hwy., Suite 300, Southfield, MI. 48034. Att: Office Manager.

RECEPTIONIST/
WORD PROCESSOR
Immediate opening for 2 full time positions. Monday thru Friday, 8:15am-5:15pm. Must be experienced on Wordperfect 5.1. Duties plus includes other various duties. Must have pleasant phone voice & proper attire. Call Denise 643-7220

RECEPTIONIST/SWITCHBOARD
Operator needed for expanding growing leasing company. Requires punctuality, pleasant personality & good telephone etiquette. Must do light typing. Please send resume indicating experience & wage requirement to: Controller, P.O. Box 9068, Farmington Hills, MI 48333-9068

504 Help Wanted Office-Clerical

FAST PACED ADVERTISING firm needs full time receptionist/typist with Word Perfect experience. Good organizational skills necessary. Send resume to: 21711 W. 11 Mile Rd., Ste. 247, Southfield, MI 48075, Att: Carol.

RECEPTIONIST- and some word processing. Part time for Bloomfield Hills Dodge Sales/Leasing area. Call Rose DeSandre 338-1870

RECEPTIONIST-Part time or full time wanted. Mature, responsible, must enjoy working with senior citizens. Call 477-0649

RECEPTIONIST for Southfield law firm. Must be able to type 55 wpm, word processing experience required as well as law office background. Call 8:30am-5pm. 569-3191

RECEPTIONIST - Growing Southfield property management firm seeks ambitious self-starter for entry level position. Call Carla at 352-7150

RECEPTIONIST TYPIST - computer knowledge helpful, customer service. Southfield general contractor, 352-0860
An Equal Opportunity Employer

RECEPTIONIST - busy front desk in a fast paced environment. Work in a pleasant phone manner, light typing and other clerical tasks. Experience required. Full time with benefits. Call 647-9200

RECEPTIONIST/
SECRETARY
International company offers a nice opportunity for you. 35 hour work week, great benefits including Christmas week off. Excellent word processing, $8 an hour to start. Call 352-7090

SNELLING & SNELLING

RECEPTIONIST/SWITCHBOARD
multiple lines. Word Perfect, 50 Bar/hr. Call Susan at Uniforce 473-2934

RECEPTIONIST/SWITCHBOARD
experienced Wang manufacturer. Up to $6.50/hour to start. Call Molly at Uniforce 473-2934

RECEPTIONIST/SWITCHBOARD
experience necessary. Expanding high-tech. Up to $8/hr.
Call Marge at Uniforce 848-7662

RECEPTIONIST
General office duties, telephone experience helpful, full benefits available, BC/BS. 358-0590

RECEPTIONIST & General Clerical
Southfield area. Call Mr. Bennett, resume to: Mary, 3000 Town Center, Ste. 2500, Southfield, MI. 48075

RECEPTIONIST needed for small law firm in Farmington Hills. Min. 3 yrs. office experience. Legal preferred. Call Debbie 855-0950

RECEPTIONIST - Full time, front desk position for expanding fast paced Farmington Hills Automotive Plastic Manufacturer. Call Sharon 643-8100

RECEPTIONIST. Isuzu Technical Center has an opening for a full time receptionist with typing and clerical duties. Call or send resume: Mike Bires ITCA 41050 Vincenti Ct., Novi, MI. 48375. 478-1122

RECEPTIONIST/SECRETARY
Must have good communication, telephone & typing skills. Computer experience helpful but not necessary. Will train. Must be able to handle multiple priorities. $8.25 to start. Benefits. Send resume to: Smith Chemical & Wax, 2163 Maple St. Westland. MI 48185

RECEPTIONIST
Southfield based health services corporation is looking for an experienced full-time receptionist. Position requires minimum of 1 yr. office experience, excellent word processing skills using Word Perfect 5.1 very desirable. Excellent salary benefits package. For information call Personnel at 559-9100 ext. 341 Mon-Fri., between 8-11AM 352-7530

SALES SECRETARY
Part time, Mon.-Fri. for automotive supplier sales office in Southfield. Self-starter with good typing skills & pleasant phone manner, word processing & spread sheet experience preferred. Send resume & salary requirements to: 16000 W. 9 Mile Rd., Ste. 510, Southfield, MI 48075

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Beautiful Southfield offices. Will act as Receptionist & Secretary to handle overflow work, some accounting responsibilities, also hands on switchboard. Requirements include pleasant phone manner, typing speed of 60wpm, PC experience (Displaywrite 4, 2/or Word Perfect 5.0 & Lotus 1-2-3). Will train on switchboard equipment. Salary range: $10-$11/hr. Please send resume to:
Hratio Aluminum Bohn
Attention: Eda
P.O. Box 5043
Southfield, MI 48037
Or call between 12PM-3PM at: 355-6290

RECEPTIONIST/CASHIER
Part time afternoons, 4-8 and Sat. For busy full service salon in Canton. Experience preferred. Good communication skills, good basic background a plus. $5.25 to start. Call Donna 981-5811

RECEPTIONIST

Sterling Savings Bank has an entry level position available for a friendly and Receptionist. Successful candidates will have a pleasant and professional, high energy personality, good skills, and work well with people. Prior experience helpful. Please send resume in confidence to:

STERLING SAVINGS BANK
Attn: Personnel Department
28400 Northwestern Highway
Suite 400
Southfield, MI. 48034
An Equal Opportunity Employer

ENTHUSIASTIC SECRETARY
needed part time for a large real estate company in Southfield. Hours 9:30AM-3:30PM, Mon-Friday. Light word processing and organizational skills a must.

ADVERTISING AGENCY - Southfield. Fast paced office - great opportunity for a secretary that likes to handle a department. WordPerfect 5.1 Lotus. Self starter, organized & dependable. Salary - depends on your Non smoker, Benefits package. Send resume to Box 898, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME/LIVONIA - secretary/assistant. Mature person, typing, word processing a plus, must be organized. Flexible hours. 476-7439

An unusual attractive opportunity for the person who has Japanese/English conversational skills. Contact Kate Ubrich at:
WIDMAR FEIGENBAUM DIV.
31731 Northwestern Hwy, Ste. 109E
Farmington Hills, MI. 48334
932-0980 or FAX: 932-0985
We are a Permanent Placement Agency whose fees are always paid by the employer.

SECRETARY/BOOKKEEPER
Required for small Farmington rep. Please send resume to:
PTC, 23213 Commerce, Ste. A2,
Farmington Hills, MI. 48335
Attention: Jerry

SECRETARY/BOOKKEEPER
Construction firm needs mature individual with minimum 5 yrs. experience in construction and computers, preferably Contel or Versyss. Call Sharon Weisberg at 537-5000

SECRETARY/CLERICAL, computer knowledge necessary. Big Beaver/Troy area. Call Ms. Bennett. Equal Opportunity Employer

SECRETARY - part time for Bloomfield Hills law office. 2:30-5:30, 5 days per week. Must have great English skills. 647-7272, 626-5471

SECRETARY
Computer company in Southfield seeks a highly talented secretary with minimum of 2 years college. Knowledge of word processing and data processing. Full time position. Please call 443-2221.
Or send resume to:
PO Box 1169
Birmingham, MI 48012

SECRETARY
Fast paced Southfield property management company in Southfield. Referencing skills required. Call Mon.-Fri. 5pm. 352-4043
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY: Duties include, but not limited to clerical. Must have good communications skills. Some experience preferred. Salary Open. Send resume to Secretary: Box 984, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/EXECUTIVE
Challenging opportunity with strong administrative responsibility to corporate office of Real Estate Development Firm. Requires excellent word processing experience necessary, strong organizational skills & attention to detail a must. Qualified individuals should send resume stating salary requirements to: Personnel Director, 999 Haslett, Suite 385, Birmingham, MI. 48009.

SECRETARY FULL TIME
Must be experienced for medium size manufacturing firm. Must have computer knowledge and strong organizational skills. Excellent benefit package & salary. Please send resume to: Box 8, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - general practice attorney seeks self motivated individual typist with office & telephone experience. Word processing & legal experience preferred. Some computer & bookkeeping experience helpful. Call (313)455-2535

SECRETARY
Huron Services for Youth, Inc. is accepting applications for a secretary for our Garden City office. Qualifications include ability to type 65 WPM, knowledge of IBM Compatible text processing, general clerical and receptionist duties and excellent verbal experience. Candidates should enjoy a fast paced, pleasant environment. Salary $13,000.
Please apply in person to:
Huron Services for Youth, Inc.
1952 Merriman Rd. Suite J
Ann Arbor, MI.
or
27876 Cherry Hill Road
Garden City, MI
An Equal Opportunity Employer

SECRETARY part time for law firm in Troy. Clerical duties, will train on word processing. Call Bonnie 649-5223

SECRETARY/RECEPTIONIST
Birmingham based property development company seeks individual for entry level position. Wordperfect experience a must. Call Patty for interview at 433-1100

SECRETARY/RECEPTIONIST
Immediate part time (30 ± hours per week) for multi-state environmental consulting firm in Livonia. Professional individual experienced with 6 ± line phone system, word processing, other secretarial or responsibilities. Excellent compensation & benefits. Resume to:
I.E.C. 17187 N. Laurel Park Drive
Suite 323, Livonia, MI 48152
An Equal Opportunity Employer

SECRETARY - word processor, WP 5.0/5.1 or Displaywrite, typing 60wpm, $400/wk. Call Jerry at Uniforce 646-7661

SECRETARY
Rochester Hill Real Estate Development Company needs Secretary with Word Processing experience. Typing ability 50 wpm/Estimate and Lotus a plus. Full time position in a pleasant, small, smoking office. Salary based on qualifications.
Call 853-5700

STOP LOOKING FOR WORK...
START WORKING!

We need:
• Word Processors
• Data Entry Operators
• Receptionists

Victor
Interim
Services
261-3830
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

WE ARE SEEKING A HIGHLY productive individual who will perform a variety of Clerical Duties. Must be able to work with a minimum of supervision, have strong interpersonal skills, experience with Word Processing (preferable Word Perfect), typing skills must be 60wpm, ability to maintain a filing system, and excellent phone skills.
There is room for growth in this full time position. If you are a pleasant, nonsmoking office, Salary plus benefits. Send resume to: Sandra Bagley, Human Resources, Lochwood & Co., 30100 Telegraph Rd., Ste. 426, Birmingham, MI 48010. Fax 642-7553

WORD PROCESSING SECRETARY
For dynamic, growing Market Research Firm. Required solid Word Processing experience (WordPerfect 5.0 preferred), strong skills (70-80 wpm), and administrative abilities. Interesting work in pleasant, fast-paced, professional environment. Competitive salary and benefits. Send resume with salary requirements to:
Yeandle & Associates
27300 W. 11 Mile
Suite 550
Southfield, MI. 48034

WORD PROCESSOR
W.P. 5.0, 5.1 Estate, Brief and long term assignments. $7-$8/hr.
ETD Temporary Service 464-7078

WORD PROCESSOR - experience necessary. Plymouth. To $22,000/year. Call Jane at UNIFORCE 473-2931

WORD PROCESSOR

Word Processing needed for large insurance office.

1-2 yrs. business experience, will train.

Must possess accurate typing and excellent language skills.

NON SMOKING OFFICE

Please submit letter describing work experience, abilities and salary history.

D. Economo
Meadowbrook Insurance
26600 Telegraph Road
Southfield, Mich., 48034

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
DANCERS - Must be 21 or older
COOKS TO $8/HR
SERVERS TO $12/HR
DISHWASHER TO $8/HR
JANITOR TO $9/HR
MANAGERS $21,000+
Apply in person at
Hot Pussy Cat Lounge
Birmingham - 825 Bowers
Detroit - 5464 Gratiot/Mt Elliott
Oak Park - 26600 Greenfield
Warren - 13002 14 Mile

ACCEPTING APPLICATIONS for the following positions:
• Management
• Dishwasher
• Day/Night Broiler Cooks
• Day Counter
Many growth opportunities. Apply in person Mon. - Fri. 2-5pm. Call Buford Chicken in Westland. We have quality individuals who are energetic, honest & dependable. Restaurant is welcomed! 8301 N. Wayne Rd., Westland (In the Woodcreek Plaza). Ask Joe Nagy. 522-6911

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especially proud of our people and enjoy especially great wages and advancement in the friendly, casual atmosphere of America's favorite family fun restaurant, you'll not only have great benefits, but also flexible hours, generous food discounts, and a full range of employee benefits.

SERVERS
Part Time - Days
& Full Time - Shifts

If you're ready to rip the wage scales in your favor, apply in person Mon - Fri. 2-4pm

The Ground Round
17050 S. Laurel Park Dr., Livonia

505 Help Wanted Food-Beverage

ASSISTANT COOK (experience preferred) & kitchen help needed. Monday thru Friday, morning/early afternoons. Southfield. 548-3700

ASSISTANT MANAGER/Bartender needed immediately. Apply in person after 2pm. Nemo's Bar & Grill, 300 Pen Cen, Detroit.

CHEF OPPORTUNITY
PRESTIGE CLUB
Now looking for reliable Chef, Broiler Man, Waiters & Waitresses, Banquet Waiters & Waitresses. Open evenings & weekends. Apply after 2pm at: 23923 W. 8 Mile, near Telegraph after 2pm or call Mr. Barret Sperry 537-3860

CHI CHI'S
of Livonia has hiring.
PART TIME or FULL TIME

FOOD SERVERS
LINE COOKS
HOSTPERSONS

Apply in person, Mon. thru Fri. between 2pm - 4pm. Chi Chi's, 29330 Schoolcraft Road, Livonia.
An Equal Opportunity Employer

COOK, FULL TIME
$8 per hour. Culinary Arts graduates only. 453-1323

DINING ROOM Host Person/Busser. Lunchtime, Weekends, full time shifts, all positions, full & part time, meals & uniforms furnished. Apply at Bonfare, Mon.-Sun.10am to 2pm only.

DISHWASHER & BUS PERSON needed part time. Apply Palmer Creek Country Club, South Lyon.

DISHWASHER/COOK. Day & Weekend Waitstaff. O' Sheehan's, 29200 Grand River, Farmington Hills. 474-8484

DISHWASHER
Full time. Flexible hours. Very good pay. Apply at the Big Apple Restaurant 6700 Rochester Rd. Troy.

DISHWASHER needed for May-November hours, weekends, full time day and evening shifts. Must have previous dishwasher. Excellent benefits package. Call Randy, 453-1442

DISHWASHERS WANTED, day & afternoon shifts. Apply at the Golden Mushroom, 18100 W. 10 Mile Rd. Mon. thru Fri. 2 to 6

DRIVERS
Pizzaria now hiring dependable men. Must have own car. Garden City/Westland. $6-$10 per hour. After 6pm 261-1010

DUE TO INCREASED BUSINESS
We are now accepting applications for Day Bakers & Prep. Night Dishwasher. Bus Person. Well Staff Kitchen. Apply in person Mon.-Thur., between 2pm & 5pm. Mountain Jacks, 300 S. Maple, Ann Arbor.

EXPERIENCED energetic Bartender needed. Staff needed also. Apply in person Mon. thru Fri. 3-5pm. Fogerty's Restaurant, Plaza, 8563 Lilley Rd., Canton.

EXPERIENCED only waitstaff, barbacks, bartenders. New nightclub in Pontiac. Apply in person at 22 noon, 40 Pike St. 251-1300

FULL TIME DAYS
Up to $5 per hour. Apply in person Burger King, 32704 Grand River, Farmington MI.

GRILL COOK DAY help. Mature person, full time, no weekends. Apply in person Plaza Lanes, 4200 Ann Arbor Rd. Plymouth

HOST/HOSTESS NEEDED
Must be polite, mature, good with organizational skills under pressure or busy restaurant. Busy Noon restaurant. "Home Sweet Home"
347-0095

IMMEDIATE OPENING Counter Help. Full or part time. Flexible hours. Come have fun with us at Tubbys Sub Shop. Call Kimick for interview at 453-0600

KITCHEN HELP COOK
Part time. Apply within: Coachmans Lounge, 5491 Auburn, Utica
731-0531

261 Television, VCR Radio, CB

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In home service
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Lic. / Ins. Discounts 22 yrs. exp
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Ceramic tile repairs, showers, kitchens, powder rooms, bathroom design & remodeling. Free Est. 471-2600

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Bath remodeling, kitchens, foyers, showers, glass block repairs & repairs. Reasonable prices, references, free est. Call Lee anytime 729-1765

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New Ceramic Tub & Shower Replacements & Resealing. Custom Bath Remodeling. Lic. Ref. 477-1256

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Complete tree & shrub care. Trimming, spraying, glass block repairs, tree removal, root feeding. Serving Wayne & Oakland Counties. Lic. & Workmans Comp. Insurance. Free estimates. 477-6958 or 477-7590

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Tree & Shrub Pruning
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Expert removals - trimming, topping, stump grinding. Insured. Free estimates. 534-2470

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Paper Stripping. Plaster Repairs. Excellent References. 15 Yrs. Exp. Lic. Don 24-2-4350 424-9350

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Basements - Attics - Garages
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Honest prices, dependable service. Any type - Res. or Bldg. sites
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Residential & Commercial
Free estimates
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References. 795-3716

EXPERIENCED TEAM with excellent references. Cleaning - residential, commercial. Call Denise & Cathy: 535-3598 or 427-7738

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$45 Bi-Weekly, $50 Monthly.
References, Insured & Bonded. 4 yrs. experience. Call 455-9435

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Serving Wayne & Oakland Counties
Excellent References. 394-1118

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Free estimate. 478-8989

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Quality service at affordable prices. Call Green Ranger Landscaping. 453-8333

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Colorado Blue Spruce
6-7 ft. Installed $180
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Complete Landscape Design and Installation.
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