504 Help Wanted Office-Clerical

SECRETARY - Computer, organizational, communication skills essential. Mature, stable non profit secondary school. Send resume to: Box 304 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Fast-growing business needs full time secretary. Knowledge of computer helpful, along with all office skills. Send resume to: H.R. Dept. 29100 Northwestern Hwy., Suite 445, Southfield, MI 48034

SECRETARY - part time (20-25/hrs. + flexible). Illustrated sales, & sales & Telegraph. Bilingual typing required. Reply to Box #340, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST - full & part time positions available for a friendly, dependable person with knowledge of word processing needed to handle typing (80-90 wpm), telephone & filing duties on CFA firm. $4 to start. Apply or send resume to Debra Ann Rose, CFA's, 30800 Telegraph Rd. #2725, Birmingham, MI 48025

SECRETARY/RECEPTIONIST-Small office in Rochester. Some over-the-counter sales, bookkeeping, billing, some telephone work. Call Marie at Wire 9:30-6:30. 652-1206

Secretary/Receptionist

A leading medical practice seeks a Secretary/Receptionist for its modern manufacturing facility located in the N. W. Detroit Metropolitan Area.
The successful candidate will be a professional, well groomed individual with exceptional social skills. Primary responsibilities will include operating the switchboard, greeting visitors, typing, making travel arrangements and light filing. Ability to type 55 wpm on a word processor is required. Proficiency on WordPerfect 5.0 is preferred.

A complete benefit package and competitive salary consideration will be made with the other employment. To be confidential, qualified send your resume and other requirements to: Box 290 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SMALL TITLE INSURANCE AGENCY seeks full time secretary. Computer (WordPerfect) and real estate experience required. Send resume with salary or wage history to: Liberty Title Co., 32100 Telegraph Road, Suite 215, Bingham Farms, MI, 48025.

SOUTHFIELD TITLE COMPANY looking for Closing Coordinator. Applicant must be organized, detail oriented, typing 60wpm, telephone skills necessary. Knowledge of Title helpful - not necessary. Benefits E.O.E. Cheryl Beisel 353-1800

TYPIST/ACCOUNTING CLERK - for busy Farmington Hills Real Estate Developer. Individual must be personable, organized, have minimum typing of 40-50 wpm. Contact Debbie at 474-0434 between 9:00 & 5:30

TYPIST/RECEPTIONIST
We're seeking someone to perform basic typing & phone duties at our newly furnished Plymouth facility. Accuracy & professional demeanor are of the utmost importance. Please send resume to: John Cleary, Canton Analytical Lab, 47801 W Anchor Ct. Plymouth, MI 48170
313-459-8484

WHAT RECESSION?

Fee paid - $18-$30,000
Active clients need permanent, experienced office personnel
Mail resume or call
649-6797 - 962-0565
Dorothy Day Personnel of Troy, Inc.
3270 W. Big Beaver, #118
Troy, MI 48084
or 850 Blvd Bldg Detroit, MI 48226

WORD PROCESSING OPERATOR - Immediate opening for Word Processing Specialist for C.P.A. firm. Minimum 2 years experience with WordPerfect 5.1. Excellent grammar skills, self motivated, hardworking. Knowledge of financial statements and accounting firm experience is a plus. Competitive salary and benefits. Send resume to: Parker Written & Co., C.P.A.'s, Attention: Pat Wolfe, 30500 Northwestern Center, Suite 1100, Southfield, MI 48075

WORD PROCESSOR

Orthopedic company located in Birmingham has a full time position available for an individual who is familiar with micro-computers. This person must have knowledge of Word Processing programs and data duplication. Company offers health benefits and has a profit sharing plan. Send resume to Box 248 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

TYPIST/RECEPTIONIST
Fast-paced Redford office seeks experienced, well organized, enthusiastic, self-starter who possesses word processing skills, types at least 50 wpm, and can handle a multi-line phone system. Salary and benefits. Equal Opportunity Employer. Apply in writing to:
Typist/Receptionist
27203 W. 8 Mile Road
Detroit, MI 48240

WYSIWYG RELATIONS company has immediate opportunity for full time Word Processor to work on Hewlett Packard System in a fast paced client oriented office. Professional appearance, excellent typing and English skills a must. 8:30-5:30pm. Mail resume to: Mavrico Mgmt. Systems, 34 W. Huron, Pontiac, MI 48342, Attention Personnel Dept.

WORD PROCESSING SECRETARY
We are continuously recruiting experienced word processors for our suburban clients. Call Suzanne at UNIFORCE 357-0037

WORD PROCESSOR
Fast paced position. Plush, congenial environment with international vendor.
EXCEPTIONAL benefits, vacation and hours be settled. Highly professional person. $20,000 Call Mrs. Orr 358-2160
DAVIDSON, LAIRD & ASSOC.

WORD PROCESSORS
RECEPTIONISTS
DATA ENTRY CLERKS
Top pay for your skills! Call today for an appointment. Paid Holiday, Bonuses, Temp-Med Insurance. Top wages.
Livonia, 464-2100
Southfield, 352-1300

SNELLING TEMPORARIES

505 Help Wanted Food-Beverage

ACCEPTING applications for door staff. Must be 21 years old. Apply in person at Tremor's, 6 Mile & 275, Livonia

A NEW JIMMY SCHMIDT RESTAURANT OPENING IN SOUTHFIELD
Hiring experienced personnel for:
Line Cooks — Wait Staff
Prep Cooks — Busers
Bakers — Hosts
Bartenders — Cashiers
Apply in person at:
THE RATTLESNAKE CLUB
400 River Place
(Joe Campau at the Detroit River)
Use Atrium entrance

On Fri. Nov. 1, Business hours 1-4pm & Sat. Nov. 2, between 10am-1pm.

NO CALLS ACCEPTED

ATTENTION - Hiring bus persons full or part time. Full time benefits. $5 plus per hour. Flexible scheduling. Apply: Meadowbrook Country Club, 40611 8 Mile, Northville.

ATTENTION
Looking for Wait Staff and Dishwashers to fill part time positions. Apply within:
Mary's Restaurant, 16825 Middlebelt Road, Livonia.

BAR HELP
Earn excellent money. 18 or older. Will train. Full time. Steve outside.
459-8118

Bill Knapp's Restaurant
Bloomfield Hills
(Telegraph/Long Lake)
Now hiring for:
• COOKS
• SERVERS
• HOST PERSONS
• BUSSERS
We provide flexible scheduling, paid training, excellent wages and management opportunities for motivated candidates. Many benefits available. Apply now! An Equal Opportunity Employer

800 EVANS SOUTHFIELD
Hiring full & part time evening waiters/waitresses, full time benefits totally paid including health insurance. Flexible scheduled hrs
Do not phone!
10 to 4 Telegraph

CHEF - MARKETER/MAITRE D'
WAITSTAFF, DISHWASHERS, ETC
Full/part time. Banquet Hall and Catering facility. Send resume and salary requirements Box 292 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

505 Help Wanted Food-Beverage

BARTENDER & Wait Person wanted. Full/part time. Experienced. Livonia area. 464-1426

BROILER COOK - EXPERIENCED
Wanted for Peabody's. Please apply in person: 154 S. Hunter, Birmingham 644-5222

BUS PERSONS & HOUSE PERSONS part or full time, private country club in Bloomfield, excellent conditions. Call Mike after 5, 357-5353

BUSY West Bloomfield family restaurant is adding Waitstaff. Day and evening positions. E. G. MOSS RESTAURANT
6066 W. Maple Rd., W. Bloomfield
851-0040

CASHIER for Deli
No experience necessary.
Full time, 7:30am-4pm.
968-2565

CHILI'S
Chef's & Mate/Haggerty
Hiring Cooks & Excellent benefits. Flexible Schedules, days & nights needed. $4.65 per hour. Apply in person, 2-4pm. Monday-Friday.
Sheehan's On The Green
34916 Plymouth Rd.
Plymouth, MI.

MACHUS RESTAURANT
Now accepting applications for:
MANAGERS
ASSISTANT MANAGERS
If you have a minimum of 3 yrs. experience in the restaurant industry and desire to be on a winning team, please submit your resume to:
PO BOX 307
BIRMINGHAM, MI 48012

Restaurant Opportunities

COME WORK IN
The Olive Garden
Challenge. Excitement. Fun. Rewards. It's all waiting for you at our brand new Olive Garden location. Hurry, these more than 100 opportunities immediately available

• Hosts & Hostesses
• Waiters & Waitresses
• Bartenders
• Cashiers
• Dish Machine Operators
• Line Cooks
• Prep Cooks
• Bussers
• Pasta Makers

Take advantage of the rewards the Olive Garden has to offer you: paid vacation, profit sharing, server sales incentivest awards, meal discounts, and medical/dental (with certain eligibility requirements).
Applications will be taken daily, between 8 AM. - 7 PM. Apply for any of the positions listed above by visiting with us at our newest location:

2615 Rochester Rd. South
(Hampton Village Center)
Rochester Hills

An Equal Opportunity Employer

The Olive Garden
The Accent's On Success

SHORT ORDER Cooks/Sandwich Maker, full or part time. Days only. Mon thru Fri. Experienced. Benefits. Troy. Call 1-4pm, Mon thru Fri. 643-7755

SOUTHFIELD RAM'S HORN
WAIT STAFF WANTED
No experience necessary.
Apply 23200 Greenfield, 12 Mile
353-3233

THE RIVER ROOM
River Place Inn
1000 River Place
Mc Dougall at the Detroit River

THE RATTLESNAKE CLUB
400 River Place
Joe Campau at the Detroit River

TRES VITE AT THE FOX
2203 Woodward Ave

Jimmy Schmidt Food Service Opportunity. Now accepting applications for F O H Position. Please apply Tues - Thurs, 3-5pm only.
NO PHONE CALLS PLEASE

WAIT PERSON WANTED, days or nights, part or full time. Good tips. Apply at Chen's Family Restaurant, 28205 Plymouth Rd. Livonia

WAIT STAFF, Cooks, Dishwashers Apply within. Grecian Corner, 413 N. Main St. Plymouth. 455-7867

WAIT STAFF & DISHWASHER
Apply in person at Chesters, 22120 Van Born, Dearborn Hts 278-0888

505 Help Wanted Food-Beverage

SHORT ORDER COOK
Must be neat, fast, good working record & able to work with others.
A Center in person 8-11am or 2-4pm. Mon.-Fri. Orford Inn, 1234 South Main, Royal Oak (N. of 10 Mile).

WAIT PERSON - Lunches and weekends. Family style restaurant. Plymouth/Northville area. Contact: Dorothy or Frank. Experienced only apply. 420-2124

WAIT STAFF, Dishwashers, Busers & Cashiers in person 8-11am or 2-4pm. Days or Nights. Apply in person: Norwood Restaurant, 41600 W. 10 Mile, Novi. 348-2470

506 Help Wanted Sales

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CONSULT WITH YOUR FUTURE. CALL ME TODAY!!!
BLUE KELLY 644-4700
REAL ESTATE ONE, INC.
Bloomfield - Birmingham

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Experienced or new licensee. New grow on listings. You can be paid within hours! Call Ken Cole for:
O'Rilley Realty
689-8844

A CAREER SALES OPPORTUNITY
Insurance agency looking to increase sales force. Full time training allowance, in addition to first year commission. Paid holidays, vacation, bonuses. Training, office support including fringe benefits. Contact: Mr. Lindell, United Life. For interview: 357-0430

ACCOUNT EXECUTIVE SALES AND INSIDE SALES
Career opportunity with southeastern Michigan's largest supplier of high tech telecommunications equipment, networks and software. High income potentials in the industry with bonus, profit sharing, 401-K retirement plan, medical/dental/life insurance, car allowance, and expense reimbursement.
Industry experience is a must for the outside sales position. Call Bob Dean at 489-0148 ext. 351 to arrange an interview.
Call Dave Fisher at 489-0148 ext. 352 to arrange an interview for the inside sales position.

AD SALES
$300 weak salary, 10% commission & bonuses. Excellent phone skills and reliable car required. 425-9533

ADVERTISING SALES
Nation's leading advertising publisher seeks aggressive, upbeat sales rep to service accounts in Metro Detroit area. Entry level position. Excellent opportunity. Salary + commission. Send resume to: Auto Shopper, 32615 Folsom Rd., Farmington Hills, MI 48336

AGENTS WANTED
Realty World First Choice
100% program available.
The right agent makes all the difference.
Call Jim or Rich
453-3137

APPLIANCE RETAILER needs full time commission sales person. Benefits. Contact Bob before noon at 728-9600

ALARM SALES
Sales representative needed for aggressive new action home alarm company expanding rapidly in southern Michigan. Three full time and 2 part time positions to fill immediately. Indicate your preference when applying in your cover letter. In home & commercial selling experience with excellent close ratio required. Alarm experience preferred but will train the right candidates. We offer an excellent commission program, paid training, car allowance and complete benefits. Send resume to:
Sales Manager - JZ
P.O. Box 9047
Walled Lake, MI 48390-9047

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506 Help Wanted Sales

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218 South Main Street
Plymouth, Michigan
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To reserve seating, call Pat Ryan:
453-6800
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Call Today
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A GREAT OPPORTUNITY
Never a better time to learn real estate - last year was a 15% loss, this market is real! Get a head start when you join a winner. Century 21 Dynamic Realty - 2 Offices.
Call Jim Anderson at the details
728-8000

APPOINTMENT SETTING
For doctor $10 per hour salary during the training period. After training, opportunity to earn $15-$20 per hour.
ATTENTION - Retirees & Homemakers. Help wipe out literacy. Educational fees. Training allowance plus commission. Bonus potential. Call Margaret Wilkens 313-477-2004

Audio/Video Electronics
Exceptional Income
Commissions & Monthly Bonuses
Call for appointment 313-534-0359

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GLOBAL MARKETING
CORPORATION
UP AMAZING 35-40%
sales from last year!

Looking for motivated professional people seeking financial freedom and security. Flexible hours, encouraging and/or sales.
Urgent call 454-1745 or 880-3420

CAREER OPPORTUNITY
Selling special discount phone service to businesses. 50% Attendance the first year. Telecommunications experience helpful. Call ATS (an authorized Michigan Bell Distributor) 353-2000

506 Help Wanted Sales

CAREER SALES
Founded in 1965, Allen has become North America's largest and #1 Konica facsimile and copier dealer. Due to our constant growth, we are looking for highly motivated, career oriented individuals with 2+ successful years in selling.
Allen offers a strong supportive organization with extensive training, guaranteed income potential, and high commissions. Our complete package includes medical/dental coverage and profit sharing. Excellent advancement possibilities with our dynamic sales team.
For a successful and rewarding career with the nations premier Konica Dealer call or stop by today to speak with a sales manager at:
ALLEN BUSINESS CENTERS,
(313) 478-0005
Or send resume to: PO Box 823
Farmington, MI 48332.

CATALOG CALLS
Do you want $7-$8/hr? How about a great office environment with your own desk? We need enthusiastic people to answer incoming calls from customers responding to our nationally advertised products. Complete training plus benefits
CALL TIME ONLY
Call Personnel 351-8700

CEO'S, MANAGERS
MANUFACTURER'S REPS
Must be capable of establishing a large sales organization (must be smart, hard working, motivated). $100K commission, car allowance, full Bult 662-4033

Chicken + Meat
Makes Money
Our sales people earn $80K-$150K! Our 35 year old private company vehicle management opportunity. For interview call Mr. Hubbard, 10am-4pm; (313)623-2000

CONSULTANTS
Management personnel firm seeks person with background in either engineering data processing, medical or sales to recruit & place management candidates.
Professional Personnel Consultants
731-1750

COORDINATOR
Our temporary help firm has an inside coordinator position available in our Farmington Hills office. 2 years office clerical experience required, sales experience a plus. Typing same, great phone personality & enthusiasm. Call Kathy Conway, live salary, excellent benefits. Call Joyce between 1:30 - 5:30.
TEMPORARY RESOURCES
737-1711

506 Help Wanted Sales

AUTO SALES PERSON NEEDED
Full time, for foreign and specialty car dealer. Ideal working conditions. Some experience necessary.
Call 9-5pm. 255-8730

AUTO SALES

We're in need of 3 proven sales professionals. Experienced preferred or will train the right individual with a good sales background. Salary, Commission, demo, plus excellent sales benefits. Apply in person to: PHI Michael at Livonia VW Audi, 34500 Plymouth Rd., or call 425-6400 for appointment.

CLERK TYPIST
Continental Accounting is looking for full time Sales Reps to work in our Southfield, Bloomfield, Livonia, Hills & Westland Area. Continental offers an excellent compensation & benefit package. For more information call:
Wayne Haskins
Southfield & W. Bloomfield area
353-8044
Ed Kontos
Dearborn Hts./Westland area
277-1247

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REAL ESTATE ONE

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Entry level position. No prior experience required. Base + commission to $32,000. Excellent benefits.

MANAGER - Entry Level $20,000. 4 yr. degree required. Local sales office. New grads or experienced candidates welcome. Excellent benefits

473-7210
Steven J. Greene Personnel

EXCITING CAREER or second income opportunity as an independent rep in the growing relocation industry working within your community. For more information, call
CENTURY 21
CHALET 477-1800
HOSTESS
LIVONIA CONDO
Demonstrate Holiday Home Up-Phone Leads. Prepare Refreshments. Daily Some Weekends. Call Friars For Appointment 953-9273

IMMEDIATE OPENINGS - Part time evenings Mon-Fri 5:30-8pm and 2:30-10:30pm Sat 9am-1pm. $5-$10 per hour. We have immediate openings on our evening shift fund raising for major non-profit organizations. We offer paid training, guaranteed hourly pay, high bonuses and a relaxed atmosphere. Enthusiasm, dependability, a clear speaking voice, and experience a must. Interviews are held daily between 11am-1pm at: 350-2582
RESEARCH FRIERS
We Care

506 Help Wanted Sales

CORPORATE SALES/CONSULTING
Well established company preferred. For liquid message call
642-5369

DEMONSTRATORS & MANAGERS Wanted. Exciting new party plan, bring in the Metro area. Precious Moments, Giftware, Collectables. Earn outstanding bonus. Still time to sell from Holiday Catalog. Appointments call Linda, 348-3408

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Rewarding Challenge?
A career with Fitness USA Health Spas is exciting, satisfying and most of all - personally rewarding plus a challenge, providing - the highest quality of service to our members.
Fitness USA Ladies Division needs enthusiastic, determined, ambitious individuals who have the confidence to succeed financially. Your success is based solely on your effort and ability to sell the skills you have learned. It's 100% up to you!
We'll give you everything you need to succeed. Complete professional training, the finest state of the art equipment in the fitness industry, and an overall winning commitment to member satisfaction.
So take the challenge and make the commitment. We offer 20 part time or 35 hours a day work week, dental benefits and guaranteed advancement based on your results.
Apply
Tuesday/Thursday/Saturday
9:00-11:00 AM
FREE CAREER SEMINARS!
You are cordially invited to change your life in a positive way. Reserve one for our next scheduled career night. Seating is limited, so call today.
CENTURY 21
CHALET 477-1800
HOSTESS
LIVONIA CONDO
Demonstrate Holiday Home Up-Phone Leads. Prepare Refreshments. Daily Some Weekends. Call Friars For Appointment 953-9273

IMMEDIATE OPENINGS - Part time evenings Mon-Fri 5:30-8pm and 2:30-10:30pm Sat 9am-1pm. $5-$10 per hour. We have immediate openings on our evening shift fund raising for major non-profit organizations. We offer paid training, guaranteed hourly pay, high bonuses and a relaxed atmosphere. Enthusiasm, dependability, a clear speaking voice, and experience a must. Interviews are held daily between 11am-1pm at: 350-2582
RESEARCH FRIERS
We Care

505 Help Wanted Food-Beverage

AMERICA'S FASTEST GROWING HAMBURGER CHAIN

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Join the dynamic management team at Rally's and see how your efforts and expertise will be rewarded by greater promotional opportunities and financial success! We're looking for experienced General Managers and Assistant Managers for the metro Detroit area.
Our Management Compensation Package includes
- Complete medical coverage
- Tuition reimbursement for qualified courses
- Paid vacations
- Quarterly bonus and incentive plans
- Accelerated career growth into operations management, multi-unit supervision, and or training

If you want more than a job, more than a paycheck, you should consider RALLY'S. Previous management experience is preferred and your initiative and drive are required. For consideration please send your resume to

Rally's Hamburger's
39415 Bella Vista Dr.
Sterling Hgts., MI 48313
Attn: Personnel Director
(313) 795-9801
Equal Opportunity Employer

505 Help Wanted Food-Beverage

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SYBRA, INC. one of the nation's leading franchises of Arby's Roast Beef Restaurants, with over 150 units, has positions available in its management training program including the Pontiac, Rochester, Troy & Southfield area.
WE OFFER:
- Competitive salary
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Qualified applicants will possess previous restaurant experience and well developed communication skills. If you are interested in those entry level positions, please contact:
Michele Collins
(313) 744-2729
or send resume in confidence to:
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EOE

HOME & SERVICE GUIDE

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116 Insurance All Types

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117 Insulation

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Mini blinds, refrigerators, baseboards included
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Complete Yard Clean-Up
Weekly Maintenance
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Transplanting & Replanting
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Complete lawn care, mulching, new landscaping installed. Old landscaping restored. Removal and sod & install new. Shrubs & trees installed. Custom mulch beds. Lawn-edge. Tree trimming. Install new decks. Power weeding decks, edging. Bricks to create focal point. Snowplowing. Southfield Co.
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Complete new & renew landscaping, sodding & seeding, Lawn care & maintenance, Landscaping supplies, Underground sprinkler systems installed & repaired, Tree Work, Trenching, Downspout & Sump Pump burial, Drainage problem solving, Patios, Decks, Pergolas, tractor work, pipe pulling, trucking - BIG OR SMALL
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Thanks for your business! 533-8066

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- Brick Walkways
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Designer On Staff
B & L Landscaping
547-6439

MR SHOVEL LANDSCAPING
Sod - RESODDING - Grading
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Free Estimates
(41 0900

129 Landscaping

J & J LANDSCAPING
Fall cleanups, shrub removal & trees wood $45 face cord 547-7703

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BOULDERS
- Decorative & Driveway Stone
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- Blocks & Landscape Timbers

Pickup or Delivery
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NORDIC LAWNSCAPE
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SOUTHFIELD CO. sealing shredded bark, regularly $50 per yd installed, now $32, while quantities last. Other services available 354-3213

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Randal Landscape
Farm & Broadmoor Areas
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Wants to clean up your leaves
Vacuume Removal
Prime Cuts Landscape 473-7549

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O FALL CLEAN-UP SPECIALS
- Lawn cutting - Edging
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FREE ESTIMATES! 261-9707

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for price quote 453-9353

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Great job, low price
Rocky, 722-2243

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Free Estimates
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Fall clean up, gutter cleaning, hedge trimming, snow removal & tree estimate 525-8054

R & H
Fall Clean Ups - Leaf Removal
Steve 538-1170 Eric, 535-7754

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ALL YOUR FALL CLEANUP NEEDS
Call Jeff Nowak
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Bulk leaf baskets!
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IVAN 533-3445

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Sprinkler installation, service & repair, winterizing 474-6914
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OR NO PAYMENT
Average room from $50
All Work Done By Me
Not Subcontracted Out
Call Mike 533-3445

165 Painting/Decorating

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15 yrs. Residential & Commercial
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