EMPLOYMENT

504 Help Wanted Office-Clerical

ACCOUNTING CLERKS

We need your experience for temporary positions. Available immediately: Payables, Receivables & Data Entry. Litho & plus.
Call or send resume:

ACCOUNTANTS ONE
24132 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410

ADMINISTRATIVE ASSISTANT
Advertising - National advertising agency needs your experience with Wordperfect 5.1 or Officewriter.
To $6/hr. Call Stacy at UNIFORCE 357-0037

ADMINISTRATIVE ASSISTANT

The Business Systems Division of Tandy Corporation/Radio Shack has an opening for an Administrative Assistant. Ideal candidate will be a results based value, added resale office.

Responsibilities include office management, preparation of letters & proposals, interaction with sales staff & clients, etc. Office hours: Mon. thru Fri. 8:30-5pm. Occasional extra hours may be required.

Successful candidate will be computer literate, have previous office management experience & have excellent grammatical skills. Outgoing personality & pleasant phone demeanor also important.

Compensation includes starting base pay in the $230-$300 per week range, group medical/dental, & access to stock purchase/retirement plans plus other benefits.

Qualified candidates may call or send resume to:

TANDY CORP./RADIO SHACK
Scott Pitcher, Sales Manager
38705 7 Mile Rd., Ste 205
Livonia, MI 48152
313-953-0934

AUTO DEALER
Switchboard/Cashier. No experience necessary. Will train. Good pay & benefits. Apply at 3938 9 Wayne Rd. Corner of Eastbound Michigan Ave. Wayne/Ford Rd. in Lenore.

CLERICAL

Full-time permanent position available for meat clerical duties. Entry level. Computer experience helpful. Must be organized, dependable and willing to learn. May possess advancement for the right person. Send resume to: Cherry at P.O. Box 48176, Oak Park, MI 48237

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient Clerical Support individual for our fast paced working environment. Candidates must be able to work accurately under pressure, able to work with little supervision, a hands-on Word/Star and/or Word Perfect experience. This position is for a motivated, hard working who is willing to accept challenges. Position provides for a complete salary & benefits package. Qualified candidates forward resume in confidence to:

CLERICAL SUPPORT
P.O. Box 779
Detroit MI 48231

CLERK TYPIST
PART TIME
CITY OF TROY
Must be high school graduate or have GED. Must type 45 wpm. Previous clerical experience preferred $7.34/hour start. Applications available now until 4PM Dec. 4, 1991, at Personnel, 500 W. Big Beaver, Troy.
An Equal Opportunity Employer

CLERK/TYPIST - Part time position 24 hours a week needed for Southfield Insurance claims office. High School graduate and 1 year related office experience required. Bonus with working knowledge of Word-Perfect 5.1 and ability to perform transcription necessary. Medical terminology knowledge preferred. Send resume to Janice Pratt, Michigan Hospital Association Insurance Company, 6215 W El Jefferson Ave., Lansing, MI, 48917.
An Equal Opportunity Employer

BOOKKEEPER
Birmingham architectural firm seeks permanent full charge bookkeeper. Prior architectural firm experience with computerized general ledger preferred. Send letter of interest & resume to Donna Roberts & Associates, Inc. at 292 Harmon Bl., Birmingham, MI., 48009

BOOKKEEPER. Immediate full-time position, computer accounting experience necessary (software's snap system preferred) for builder/developer non-smoking office in Farmington Hills. Candidate should have good working knowledge of construction accounting.
Call Donna at, 661-0900

BRANCH OFFICE of Transamerica Life Companies (TLC) has immediate opening for a part time, experienced secretary. Must have computer & shorthand skills.
We aggressively support equal opportunity & affirmative action.
Call Mrs Little 649-1577

CLERICAL/COMPUTER OPERATOR
Temporary position with local CPA firm for tax season. Applicant should be knowledgeable of general office procedures & possess ability to accomplish multiple tasks with attention to detail. Excellent opportunity for hard working self starter. Reply to box 548 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPUTER DEPARTMENT
CLERICAL/OPERATION
Part-time (Mon. - Fri., 5-8pm), entry level, well train. Southfield location. Call Helen Mon. - Fri. between 10am-3pm, at 827-4050, ext. 242

CUSTOMER SERVICE
Farmington Hills State Farm Agency is looking for a mature experienced insurance customer service rep. Servicing auto, home, life & health policies. Call Mr Kelly, 851-9050

CUSTOMER SERVICE
Afternoon position available. Applicants must possess positive attitude and excellent communication skills. Send resume to Personnel, Resitron Corp. 24065 5 Mile Rd., Redford, MI 48239

CUSTOMER SERVICE/Coordinator
For mark-ting promotions. Frequent raises, no health benefits. Call Margaret 540-5000

DATA ENTRY
Your excellent skills needed for this international business service.
To $7/hr. to start. Call Dolores at UNIFORCE 357-0641

EXECUTIVE SECRETARY
A growing regional company seeks an Executive Secretary for its corporate headquarters in Southfield. Desired qualifications include 75 + wpm., word processing, 10 key, & shorthand. Strong written & oral communication skills a must. Experience at executive level required. Competitive salary & benefits package commensurate with experience, excellent benefits. Non-smoking office. Send resume with salary history/requirements in confidence to: Box #544, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY

A major fashion retailer located in the Detroit area is looking an experienced Executive Secretary. Proficient typing & word processing skills required. Excellent grammar & spelling is mandatory. This is a highly visible position requiring professional appearance & demeanor. Position offers competitive benefits such as health & life insurance, merchandise discount, 401K plan, etc. Interested candidates should send resume & salary history to

CROWLEY'S
2301 W. Lafayette
Detroit, MI. 48216

FILE CLERK

Full time needed at Corporate Office in Birmingham. Must have good figure aptitude and knowledge of calculator and typewriter. Offer excellent benefits. Call
644-5300, ext 351
Erb LUMBER CO.

BOOKKEEPER
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2301 W. Lafayette
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FILE CLERK

Full time needed at Corporate Office in Birmingham. Must have good figure aptitude and knowledge of calculator and typewriter. Offer excellent benefits. Call
644-5300, ext 351
Erb LUMBER CO.

FORTUNE 500 COMPANY
located in Troy, MI is seeking a full time Sales Secretary with a minimum 1 year experience. Word Perfect knowledge is a plus. Must type 50wpm and be willing to work hard. Salary commensurate with experience. Send resume and salary requirements to Box 540, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Experienced in computers, typing, general ledger, filing & personal. Farmington Hills. Send resume to: 8419 King James, Westland, MI 48327

LEASING AGENT - experienced for apt. complex. Must be responsibility, detail & work in a competitive position. Call 2pm-4:30pm 425-0141

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

LEGAL SECRETARY - 5 yrs. experience, computer experience required. Wordperfect Southfield area. 353-3810

LEGAL SECRETARY. For 12 Attorney Firm, in Bloomfield Hills. Excellent benefits. Salary based on ability. Send resume and salary requirements to Office Manager, 300 E. Long Lk. Suite 200, Bloomfield Hills MI. 48304

LEGAL SECRETARY
Very experienced, for managing partner of growing medium size Farmington Hills law firm. Civil litigation and business practice. Administrative tasks with varied responsibilities. WordPerfect. Non smoking. Excellent Salary, Benefits & Opportunity. Call, 626-5000

LEGAL SECRETARIES
Experienced for different & long-term assignments. Superior Transcribing, Inc. 313-968-3535

LEGAL SECRETARY
Full time experienced legal secretary for busy Birmingham domestic relations practice. Call Jan 647-7900

LEGAL SECRETARY
3-5 yrs. litigation experience for Birmingham law firm. Response to Office Manager, P.O. Box 1899 Birmingham, MI 48012-1899

LEGAL SECRETARY
Small law firm in Troy; shorthand & WordPerfect skills required; some legal experience preferred. Call Nancy 689-8400

LEGAL SECRETARY NEEDED
For Southfield law firm. Good typing, English and basic math skills required. Word processing a must. Shorthand and some experience helpful 540-4100

LEGAL SECRETARY
Southfield Law firm seeks experienced Legal Secretary with litigation/personal injury experience and excellent skills. Salary and benefits commensurate with experience. Please call Mrs. Green at
(313) 350-3718

LEGAL SECRETARY
Very experienced, for managing partner of growing medium size Farmington Hills law firm. Civil litigation and business practice. Administrative tasks with varied responsibilities. WordPerfect. Non smoking. Excellent Salary, Benefits & Opportunity. Call, 626-5000

LEGAL SECRETARY
Very experienced, for managing partner of growing medium size Farmington Hills law firm. Civil litigation and business practice. Administrative tasks with varied responsibilities. WordPerfect. Non smoking. Excellent Salary, Benefits & Opportunity. Call, 626-5000

PART TIME SECRETARY
For busy law firm in Farmington. Applicant must be familiar with Wordperfect 5.0/5.1 and type 50 wpm. Applicant must possess good organizational skills with attention to detail. For an interview, contact Wendy at (313) 845-1700

PAYROLL CLERK
Immediate opening. Medium sized firm, 350 employees. Payroll experience a plus. Data processing skills required. Great Plains software experience a plus.

583-0011
Fax 549-8400

ENGINEERING TECHNOLOGY
777 CHICAGO RD. TROY, MI 48083
Equal Opportunity Employer M/F

RECEPTIONIST-PART TIME, could become full time. Typing skills a must. Computer knowledge preferred. Starting wage $5.50/hour. Call Mrs. Green, Personnel Dept., 12900 Farmington, Livonia, MI 48150

RECEPTIONIST
Experienced, 10 key, switchboard, greeting clients. Responsibilities include: Data entry, typing, mail & personnel duties. Must have a professional appearance and presentation. Send resume to: Box 572 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Experienced receptionist needed for high volume medical group. Primary function - appointment scheduling. Computer knowledge required. Medical facility. Excellent compensation & benefits. Full time position available Jan. 1992. Interviewing week of Dec. 16, 1991. Resumes only.
Medical Management Group
32841 Middlebelt, Suite 411
Farmington Hills, MI 48334
Attention: Peggy Converse

RECEPTIONIST/SECRETARY
Needed by Southfield real estate company to pre-screening for a receptionist/secretary. Successful candidate will receive a great employment package including health, dental and disability insurance, 401K, etc. Wordprocessing, shorthand experience a plus. If you are looking for a stable position and are both energetic and dependable please send your resume to Office Manager,
29548 Southfield Rd. #200,
Southfield, MI 48076
• Professional appearance a must

RECEPTIONIST
Law Office receptionist. Exceptional, light typing, word processing experience helpful. 356-7756

RECEPTIONIST
Major Livonia headquarters has immediate opening for receptionist or Dimension experience. To $7.50/hr. Call Rita at UNIFORCE 473-2931

RECEPTIONIST/SECRETARY
Full time, non-smoker for real estate management company. Knowledge of word processing helpful. Position available immediately. Troy, Big Beaver & Livernois 362-4068

RECEPTIONIST
For Birmingham office. Must have pleasant phone manner, good people skills for entry level position. Knowledge of WordPerfect 5.0 & good organizational skills required. Please respond with resume & salary requirements to P.O. Box 5288, Northville, MI 48167
An Equal Opportunity Employer

RECEPTIONIST needed for busy office. Duties include answering phones, greeting customers, light typing & filing. Must be able to handle many duties with efficient & professional manner. North Oakland area. Send resume with experience and qualifications to D.A.M., 2445 Brown Rd., Orion, MI 48359

RECEPTIONIST needed part time for Bookkeeping Company. Excellent communication skills & data entry skills a plus. Send resume to: SNPCO, P. O. Box 2600, Troy MI 48007 Dept. BWF

PERSON NEEDED who is detailed, organized with secretarial skills and nice phone manner. Must have computer. Flexscript, Pagemaker, Quark Express preferred. Will train. Fax qualifications to Chris Barrett, 313-652-4802. Immediate opening

SECRETARIAL

To answer telephone, type and general secretarial duties. Computer experience preferred. Knowledge of IBM System 36. Minimum typing speed 65 wpm. Applicant must be reliable and have a pleasant telephone voice. Full time position. Southfield/Farmington. 352-0080

SECRETARY/CLERICAL
Full-time for Southfield mortgage company. Must be personable for busy phones, individual must have typing skills. Call 353-4533

SECRETARY

Fast-paced Farmington property management company is seeking a bright, energetic person with excellent typing, filing and telephone skills. Send resume and salary history to Secretary, P. O. Box 5071, Southfield, MI., 48086

SECRETARY for growing 2 attorney law firm in Farmington. Must have Word Perfect experience essential. Paralegal training helpful. Resume to Franklin G. Koory, 3155 W. Big Beaver, Suite 292, Troy, MI., 48084

SECRETARY
Mayor well established firm perfect for busy person. Typing 60 wpm and spreadsheet experience
Call Patty at UNIFORCE 646-7663

SECRETARY - PART-TIME
Typing & phone communications. Must be able to work mornings starting at 9:30am. At least 20 wpm. Call Mon., Wed., or Fri. between 1:30-4:30 Southfield 356-0944

SECRETARY/RECEPTIONIST
needed by Southfield firm. Pay commensurate with experience. Call for appointment, 557-9409

SECRETARY - 2 positions available for busy real estate appointment company in Farmington Hills. Full time, since it plus 5 days per week, 2 nights per week, approximate hours 4-9pm with alternate Saturdays. Duties include typing, filing, light bookkeeping, answering. Computer knowledge necessary. Real estate experience preferred. Compensation depending on ability and experience. Please send resume and call Laura Nee after 5pm. 261-4684

SECRETARY - small office/home. Word Perfect/Word Star, some bookkeeping experienced. 261-1770

SECRETARY - Full time
Responsible, experienced. Call ASAL in Southfield 353-8600

SECRETARY - Motivated & well organized, detail oriented, pleasant telephone manner, knowledge of WordPerfect and accounting experience helpful. Ability to handle multiple tasks simultaneously. Non-smoking office in Southfield, Bond Service. Send resume to: Box 652, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Immediate opening at a Troy investment brokerage firm. Seeking conscientious, punctual individual with good business skills. Beginning salary $13,500 with full benefits and opportunity for advancement.
Call Jake Taylor at Kidder, Peabody & Co. 637-0100

SECRETARY/RECEPTIONIST
full time, for human service agency. Resume & cover letter to:
Whole Life Program, 18332 Middlebelt, Livonia, MI 48152

SECRETARY - TROY. Must have strong communication and word processing skills. Will be answering phones must be customer service oriented. Call Ann 643-8590

EXPRESS SERVICES
SMALL BUSINESS needs office person, full or part time. Typing, bookkeeping, word processing, multi phone, computer knowledge. Call 9-5pm. Mon thru Fri. 338-4016

TELEMARKETING
NEXXUS HAIR & SKIN PRODUCTS
Immediate position available. Exciting opportunity for experienced telemarketer. Established accounts and cold calling. Minimum 2 years in sales necessary. Salary + Hourly + commission/benefits. Non smoking office. Send resume to: Box 40722, Detroit, MI 48240

WORDPROCESSING SECRETARY.
Use your excellent Wordperfect skills in our Southfield office for quarters. To $9.50/hr.
Call Cathie at UNIFORCE 646-7664

TOP NOTCH LEGAL SECRETARY
5 years experience a must! Including securities, litigation and probate. Salaries a plus and other benefits acceptable

Livonia, 464-2100
Southfield, 352-1300

SNELLING TEMPORARIES
NEVER A FEE

WORD PROCESSOR
Long term placement. Flexible schedule, light bookkeeping a plus. Word Perfect 5.1 preferred. Send resume to P.O. Box 841, Southfield, MI 48037

ADMINISTRATIVE ASSISTANT

7-UP DETROIT, producer and marketer of quality soft drinks seeks a mature and talented person to assume the position of Administrative Assistant. The position will report to the Division Vice President and requires 70 plus wpm typing/word processing, familiarity with Word Perfect 5.1 and Harvard Graphics, effective transcription and LOTUS 1-2-3 computer skills.

The successful candidate will be very professional in the areas of organization ability, anticipatory skills and poise. If you are interested in exploring a career opportunity, please send your resume in confidence to:

7-Up Detroit
12201 Beech Daly Road
Detroit, MI 49239

Equal Opportunity Employer M/F

505 Help Wanted Food-Beverage

SUPPORT PARTNER - Troy contracting firm is seeking someone with Microsoft Word, Word For Windows & Excel experience along with the ability to do some traveling. Please send resume to: 201 W. Big Beaver, Ste 201, Troy, MI 48084. Attn: Office Manager.

SWITCHBOARD OPERATOR
Dealership experience preferred. Pay plan based on experience. Good benefits. Call Lisa 474-8750.

SWITCHBOARD OPERATOR
Highly qualified. Very busy console. Call 836-8037

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS FOR
Full-time, combination shift. Experience helpful but will train the right party. Write: Alexander The Great, 34733 Warren, Westland.

ARE YOU LOOKING for a fun & pleasant place to work? The Ground Round is your ticket. We are searching for like a kind Servers, Line Cooks & Bus/Utility Personnel. We offer health care, a meal program & in-store shopping. Apply 2-4pm, & 7-10pm.
THE GROUND ROUND
N. Woodward at Coolidge
ROYAL OAK

504 Help Wanted Office-Clerical

EXPERIENCED SECRETARY

Real Estate office is looking for experienced Secretary with professional image and excellent communication skills. The successful candidate must possess a high degree of skill and accuracy. Qualifications include typing 60 wpm, shorthand 100 wpm and good math aptitude. Two years experience required. Organizational skills a must. Salary to commensurate with experience and qualifications. Competitive benefit package available. Please send resume with salary requirements to:

Ms. I.S. Vickers
P.O. Box 267
Southfield, MI 48037

ADMINISTRATIVE SECRETARY

The Michigan Small Business Development Center is a federally funded program headquartered at Wayne State University with 30 satellites state wide. The Executive Secretary & Office Manager assist the State Director in managing the office corporing a large budget, report materials for high-level meetings & presentations for state & federal audiences, drafts correspondence, provides leadership & training for other office clerical staff & designs/maintains office & computer based filing systems. Excellent verbal & written skills. Demonstrated organizational & problem solving skills, fast & accurate PC typing with various software packages & shorthand are required. Successful candidate will have at least 5-7 years of progressively more responsible experience. Excellent fringe benefits. Reply by Dec 6 to

Posting Number 249
Personnel Office, ASB Room 263
WAYNE STATE UNIVERSITY
Detroit, MI 48202
Equal Opportunity Employer

HOME & SERVICE GUIDE

DEADLINES: 4 P.M. TUESDAY FOR THURSDAY EDITION / 4 P.M. FRIDAY FOR MONDAY EDITION — TO PLACE YOUR AD CALL 591-0900

102 Handyman Male/Female

HOME & OFFICE MAINTENANCE
Light carpentry, plumbing, electric & painting. 36/yrs experience
Call Harold - 476-8597

PLUMBING, ELECTRICAL, CARPENTRY, PORCH & CHIMNEY REPAIRS, etc.
Tony 421-3986 Dave 531-2780

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Seeks small jobs. Custom doors, floors, decks, etc. 272-6984

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All types of work
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A-1 HAULING - Moving Scrap metal, Cleaning basements, Garages, Stores, etc. Lowest prices in town. Quick service. Free Est. Serving Wayne & Oakland Counties. Central location 547-2784 or 559-8158

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Call Tate Hauling & Trash Service
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Low Rates Paul 397-5689

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Light Hauling & Household Moving
Attics - Basements - Yard Clean - Up
Contractor Site Clean-Up
Reasonable - 363 9250

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Heating Service • Duct Work
Humidification, all make & models
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Honest, reliable work at a fair price
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HELP you develop a custom flow of color throughout your home or office 661-0114

123 Janitorial

ENVIRONMENTAL SOLUTIONS
A superb janitorial service, featuring floor stripping & waxing & general office cleaning 423-5080

129 Landscaping

ACQUIRE AFFORDABLE
LANDSCAPING BY LECOUTE
Complete landscape services. New landscaping installed. Old landscaping restored. Removal old sod & install new. Shrubs & trees installed. Custom made beds. Creek rock borders installed. Power rake decks. Power washing decks, siding & bricks to make look like new. Snowplowing. Southfield Co.
Call for Free Est. at 354-3213

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BOULDERS
● Decorative & Driveway Stone
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For Churches
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352-2253

EUGENE'S Lawn Maintenance Inc.
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728-9488

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Lawn maintenance landscaping leaf removal snow removal Christmas decorating 451-1508

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Any Size Job - Reasonable Rates
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Free Estimates Insured
JOHN SEMPSRC L-19676
Courteous, Careful & Competent
LOW RATES 546-0125

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Agents for Wheaton Van Lines
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Let us take the stress out of moving! Professional movers. Low rates!
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Home/Office Moves. Insured
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CUSTOM MIRRORED WALLS
In stock doors and glass table tops
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LIFE FIDELITY NURSING SYSTEMS provide you with the care you need at home
Registered Nurses
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A BARGAIN PRICE
SPECIAL 50% off
ACTION PAINTING
Interior - Exterior
Drywall & Plaster
Spray Textured Ceilings
Paper Hanging & Removal
Power Cleaning & Wood Staining
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- Quality Work & Free Est. -
For Service in Your Area, Call
524-6187

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... REASONABLE RATES
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Plaster repair & drywall
Spray textured ceilings
Paper hanging & removal
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Your Satisfaction guaranteed with a written warranty
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Father & son - Over 30 yrs exp
Quality work - Rees rates
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Drywall Repair & Texture
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Average room from $50
At Work Done By Ike
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1990 prices - Interior & Exterior
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