EMPLOYMENT

504 Help Wanted Office-Clerical

CAREERS!!

SECRETARY $15,500
Variety position with property bond. WordPerfect, good typing, plush office.

CLIENT SERVICE COORDINATOR $17,500
Poised, professional, dealing with executive level people. Excellent WordPrefect. Excellent benefits. Suburban location.

INSURANCE BILLER $17,800
Need 1-2 years experience, familiar with health insurance plans, excellent benefits.

FINANCE SECRETARY $23,000
Experienced secretary in financial area. Need WordPerfect 5.1, Lotus & typing of 60. Prestigious location.

Additional positions available
Evening appointments available
ALL FEES PAID EMPLOYMENT
PERMANENT STAFF
Farmington Hills/Livonia
737-5750

SECRETARY $22-26K
Troy 552-9060
Bilingual Spanish 855-3270
An Equal Opportunity Employer

CLERICAL - full time. Small medical office in Southfield. Must be detail oriented & motivated person. Hours Mon. thru Fri., 8:30-5pm. Office management experience preferred. Good salary & benefits. Call Pat 748-0533

CLERICAL, PART TIME - Approximately 20 hours per week for small relaxed office located in Wayne. Typing ability appreciated. Excellent for college student. 729-8133

CLERICAL
Permanent part time position available. Must be familiar with basic office procedures, typing, required. Apply in person, Physical Practice, 5700 S. Sheldon Rd., Canton.

Customer Service Rep./ Office Assistant

Full time position in rapidly growing computer company. If you are a self starter who thrives in a fast paced environment with 2-3 years office experience, strong data entry skills, knowledge of accounts receivable, effective verbal and written communication techniques, excellent telephone manner, ability to accurately, efficiently handle multiple tasks, excellent letter and resume with salary history to Jan Thomas, 23206 Commerce Drive, Farmington Hills, MI. 48335. We offer a competitive salary and excellent benefits.

An Equal Opportunity Employer

DATA ENTRY CLERK
Must be able to type 45-55 wpm, familiarity with Automotive/Manufacturing/Engineering Terminology. Call 537-5000

LIVERNOIS
26840 Southfield Rd. Ste. 241
Lathrup Village, MI 48076

504 Help Wanted Office-Clerical

Clerical Opportunities

SOURCE ONE MORTGAGE SERVICES CORPORATION (formerly Fremont Direct), a leader in the mortgage banking industry is proud to announce our new JOB OPENING HOTLINE!!

For information regarding our current job openings please call:
(313)488-7562

We offer a competitive salary & benefit package.
An Equal Opportunity Employer

CLERK - TITLE SEARCH
Building or banking experience needed for this expanding insurance company. Call Carol at UNIFORCE 646-7883

COORDINATOR
Growing Professional computer company needs your data entry skills and work with clients. $8/hr.
Call Deidre at UNIFORCE 357-0648

CUSTOMER SERVICE/
DATA ENTRY - national trucking company has equipment to work with clients. To $15,000/yr.
Call Darlene at UNIFORCE 646-7883

CUSTOMER SERVICE INSIDE SALES $14,550-$18,000

FEE PAID BY COMPANY

Outstanding opportunity if you have previous experience and an upbeat voice and personality. Excellent benefits. 644-4600
SKILLING PERSONNEL SERVICES

DATA ENTRY
International company requires qualified candidates have rapid key strokes and current experience.
To $7/hr. Call Dorea at UNIFORCE 357-0641

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

EXCELLENT OPPORTUNITY for experienced Macintosh Operator. Must be familiar with Word, Excel and Pagemaker. Position offers interesting variety. Competitive salary and benefits in sports related business. Resume to: P.O. Box 2554, Southfield, MI. 48037.

EXECUTIVE SECRETARY
Prestigious corporation needs candidate with Displeasing IV experience. To $10/hr. Call Betty at UNIFORCE 646-6158

GENERAL OFFICE - Bookkeeping experience necessary. 40 hour week, pleasant working conditions. Star Furniture. 442-0120

504 Help Wanted Office-Clerical

DATA ENTRY/OFFICE ASSISTANT
Part time 15 to 20 hrs. per week. Knowledge of wordPerfect required. Familiarity with medical terminology a plus. Nice smoking office. Possible future growth potential. Send resume & salary history to. Pro Med Review, 23843 Joy Rd. Dearborn Heights, MI. 48127

FAST-PACED Insurance/Medical Office needs an energetic, quick-learner. Excellent phone manner, heavy phone volume. Other clerical duties. 352-5333

FULL TIME OPENINGS Starting 1-6-92 ALL FEES PAID

Receptionist	$14,560
Executive Secretary	$22,000
Front Desk	$13,500
Secretary	$18,000
Switchboard	$16,640
Bilingual Secretary	$23,000
Entry Level	$13,520

Want more money, better benefits, greater advancement potential? Look no further, we have more openings than applicants. If you can type 50 wpm, call for an appointment. 851-3880
SHELLING PERSONNEL SERVICES
FARMINGTON HILLS

GENERAL ACCOUNTING CLERK
Troy based company seeking an individual with general accounting background. Filing & light typing required. 1-2 years experience preferred. Salary commensurate. Send resumes to box 682 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Part-time, flexible hours helpful, but will train. Call Parks Maintenance at 532-6291

GENERAL OFFICE/REDFORD
Full time. Filing, typing, light bookkeeping, receptionist, person to relay. Tool shop or plant experience helpful. Send resume to 7203 Glengrove, Bloomfield Hills, MI 48301

GENERAL OFFICE
Our suburban client needs your experience and all around skills. Use your energetic personality and attention to detail. $4/hr. Call Gina at UNIFORCE 357-0644

GENERAL OFFICE
Let your clerical skills get to work for you in our growing manufacturing firm. This is a full time position with benefits and paid holidays. Non smoking office. Apply in person at Circuit DMA, 32900 Capitol, Livonia. Off of Farmington, S. of I-96.

INSURANCE AGENCY - part time clerical. Desired hours: 11am-4pm, Mon thru Fri. Near location. Call Arthur Thomas, 349-8200

504 Help Wanted Office-Clerical

Happy Holidays To All

From .
T.E.C

This busy Holiday Season has opened up several clerical & administrative needs in T.E.C. offer immediate job openings to persons who are free from Y2K issues.

Data Entry
General Office/Clerical
Administrative Assistants
• Executive Secretaries
• Word Processors

• Special need exists for individuals with experience in M3 Word, WordPerfect, Freelance, Excel & Lotus 1-2-3.

Please call
313-485-3900
TECHNICAL ENGINEERING CONSULTANTS

INSURANCE AGENCY seeks computer experienced applicant for CSR. 30 hours per week with possibility of full time. Benefits. Send resume with salary requirements to
P.O. Box 2999, Farmington Hills, MI. 48333-2999

INSURANCE - Experienced Personal Lines Person: Good benefits. Farmington Hills location
Roger Crowmover: 489-3700

JUNIOR SECRETARY
Energetic individual can develop secretarial experience. Must type 45 wpm. To $6.50/hr. Call Gloria at UNIFORCE 473-2935

LEGAL RECEPTIONIST $17,500 FEE PAID

Busy suburban firm needs your front desk and word processing experience. Benefits and immediate position. Call 649-3900 or FAX resume to 649-3328
SKILLING PERSONNEL SERVICES OF TROY

LEGAL SECRETARY - Southfield
General practice firm with demanding work. Experience necessary - immediate opening
351-9020

LEGAL SECRETARY
needed for prestigious downtown Detroit law firm 2 years litigation experience required. Good salary & benefits. Call.
LEGAL SECRETARY ADMINISTRATIVE
Our client needs a professional secretary with outstanding skills. Legal experience not required but preferred. 90 wpm shorthand. Will train on word processor. Competitive salary, comprehensive benefits. Call Arthur Thomas, 355-4140

504 Help Wanted Office-Clerical

LEGAL ASSISTANT TO $28,000
General business, litigation experience. 35 hour week, full benefits.
LEGAL SECRETARY, TO $25,000
Plush suburban firm, women's compensation, (defense) Experienced Docs hrs.
LEGAL SECRETARY, TO $24,000
Defense litigation experience preferred. Professional atmosphere. Major firm. All fees company paid 772-4700
SKILLING PERSONNEL SERVICES

LEGAL SECRETARY - 8 yrs. experience, Excellent benefits, Well-qualified WordPerfect Southfield law firm Contact Harvey 353-3810

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

LEGAL SECRETARY
For downtown Birmingham law firm. Heavy litigation. WordPerfect 5.1 experience necessary. Send resume to Lin Maier, P.C., 370 East Maple Road, Suite 3, Birmingham, MI 48009, attention Gwen.

LEGAL SECRETARY TO $26,000

Capitalize on your good skills and experience in this stable Troy based firm. Be appreciated here! Hurry! Call 684-0909
SKILLING PERSONNEL SERVICES

LEGAL SECRETARY $24,000 FEE PAID

Personal injury, medical malpractice and/or product liability experience needed for this busy firm. Full benefits. Work for partners. Bonus up to $900 or fax resume to 649-3326
SKILLING PERSONNEL SERVICES OF TROY

MARKETING SECRETARY
Fortune 500 with plush environment seeks self starter with experience with Harvard Graphics for executive offices. To $8/hr. Call Sarah at UNIFORCE 357-0036

MEDICAL RECEPTIONIST
Dearborn area Family Practice requires Golden City Full time. Call 565-6600

MEDICAL TRANSCRIPTION
Physical therapy. Full time in Southfield. 35 plus. Experienced.
TEMPSTAFF 645-0900

MORTGAGE ORIGINATOR/EXPEDITOR
Growing mortgage company in Troy seeks motivated individual with strong organizational skills. Must be detail oriented. Mortgage experience preferred. Send resume to: Office Manager, P.O. Box 1699, Birmingham, MI 48012-1899

504 Help Wanted Office-Clerical

MORTGAGE POSITIONS
Any mortgage related experience. Many several jobs & locations.
TEMPSTAFF 645-0900

OFFICE ADMINISTRATOR

INTEGRAL, the preferred choice for core business needs, is currently seeking an Office Administrator to assist general manager in all phases of the sales office operations.

You will coordinate office activities, maintain accounts payable and receivables, and work with vendors. The self-starter we seek must have excellent interpersonal skills, supervisory experience and excellent communication skills. A basic ground with Macintosh computers or related software is preferred.

INTEGRAL provides comprehensive benefits and excellent salaries. Please send your resume and salary requirements to:

INTEGRAL
Attn Lisa Kerrigan
14492 Sheldon Rd
Suite 200
Plymouth, MI 48170

An Equal Opportunity Employer

OFFICE ASSISTANT
Energetic office is looking for bookkeeper for growth. Training & assistant manager with day-to-day operations. Good typing, 10 key, excellent communication & organizational skills. Prior bookkeeping. Call Bob Fox position. Apply in person at: American Laser Products, 32900 Capitol Avenue, Off Farmington Rd. S. of I96.

OFFICE ASSISTANT - Part time/full time. Pleasant working atmosphere, opportunity for growth. Farmington location 477-5900

OFFICE/BOOKKEEPING POSITION
Bookkeeper experienced in posting a small retail chain. Must be good with numbers, self-motivated, and experience a plus. For further details contact Karol 851-7741

PARALEGAL
Detail oriented, self starter, collection experience preferred
357-3737

RECEPTIONIST - Phone based. Engineering Co. Southfield area. Light typing and evening phones, greeting customers. Knowledge of WP 5.0 & Lotus 123 preferred. Willing to learn. Pleasant personality & good organizational skills a must. 37 50/hr. Full Time. Benefits. Send resume to PO Box 2554, Southfield, MI 48037-2554

RECEPTIONIST - Full time. Experienced. Busy phones. Pleasant work environment. Medical background helpful. Send resume and salary requirements to: Box 668 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

PC DATABASE PROGRAMMER
Starting position with growing manufacturer as a PC Database Programmer. Work with our team developing in-house application on Novell Network using Dataflex RDBMS, assist support users and help manage network. PC Database programming experience required. Novell or Dataflex a plus. Resume & salary requirements to Star Gasket, 30845 23 Mile, New Baltimore MI 48047. NO PHONE CALLS

PERSON FRIDAY
Some word processing, lots of phone, greeting clients, etc.
427-7080

PURCHASING ASSISTANT -
A growing Northville manufacturing firm has a full-time clerical position available in the Purchasing Department. Knowledge of buying and computer experience helpful. SEND RESUME WITH WAGE HISTORY TO
BELLANGER, INC. P.O. BOX A, NORTHVILLE, MI 48167

RECEPTIONIST/TYPIST
Position available for two experienced persons

RECEPTIONIST

Leading Design/Build firm seek a experienced, energetic receptionist for their fast-paced Southfield office. Qualified candidate will possess professional attitude, outgoing phone manner, and good communication skills. Complete benefits and compensation package

Send resume to:
R.A. DeMarco Company
Human Resource Department
43501 Hearn Street
Plymouth, MI. 48170

RECEPTIONIST - AFTERNOONS

Rapidly growing, extremely busy Troy publishing company seeks a part time receptionist for our afternoons Job duties include, heavy telephone work, paging and mail distribution. Light typing, filing and general office work. If you're a responsible person who loves a challenge in a pleasant working environment, please apply to us. The position is open immediately and the hours are 2pm-6pm, Monday through Friday. Submit resume and phone number to Human Resource Director, PO Box 1437, Troy, MI 48099

An Equal Opportunity Employer

RECEPTIONIST - Part time, afternoons. Apply in person: Parks Maintenance, 21530 Novi Rd., between 8 & 9 Mile Redford

RECEPTIONIST WANTED - Secretarial/computer skills helpful. Send resume to Department A, P. O. Box 540, St. Clair Shores, MI 48080

RECEPTIONIST
Exciting atmosphere of advertising agency needs your recent experience on multi-line phone and people skills. $7/hr Call Rita at UNIFORCE 357-0648

504 Help Wanted Office-Clerical

RECEPTIONIST/OFFICE CLERK
Company seeking an individual to overall incoming calls & perform an equal amount of other clerical functions. Typing skills a must, computer skills a plus. Apply in person:
C. M. SMILLIE & CO
1200 Woodward Heights Blvd
Ferndale, MI 48220
544-3100

RECEPTIONIST NEEDED for busy industrial plant in Troy. Hours 8 to 5pm, Tues. & Fri. Phone, typing & filing required Call 280-0630

RECEPTIONIST
For small CPA firm. WordPerfect experience necessary. Send resume to 115 N. Center St., Suite 203, Northville, MI 48167

RECEPTIONIST - Mature person needed for part time phone, typing & weekends for busy animal hospital. Applicants should enjoy working with people. Light typing a plus. 551-0063

RECEPTIONIST needed part time. Excellent phone and people skills a necessity. Some general office knowledge. Hours 4 15pm-8pm, Mon-Fri. Rochester Hills/Rochester Hills area. 653-0680

RECEPTIONIST

Multi-faceted Receptionist needed for mid-size Detroit company. The position is responsible for handling a variety of office machines & have excellent typing & communication skills. Should have good organizational abilities as well. Salary based on experience, medical/dental benefits. Send resume with salary history to Box 890, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
We are seeking a full-time professional receptionist to join our progressive, people-oriented Southfield Company. The successful candidate will have previous experience with a multi-line telephone system, great people skills, and flexibility. Duties include some word processing, some bookkeeping. Please send resume with salary requirements to Carol Davis, 8467 Northwestern Hwy. #304, Southfield, MI. 48034.

SECRETARY - immediate opening for a bright, motivated individual. Typing (60wpm) & shorthand (80wpm) skills required. Previous secretarial experience a must. Call between 8 30-5pm

SECRETARY
International headquarters needs free-lance secretary. Must be proficient Word & Tel Master. To $8 50/hr. Call Sandra at UNIFORCE 473-2931

SECRETARY
Long term position available at Northville Shorthand & WordPerfect 5.1 experience essential. Excellent opportunity. Call for an appointment

ARBOR TEMPS 459-1166

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Full time responsibilities include: answer 12 line phone system, filing, typing, knowledge of WordPerfect 5.1. Send resume to Jordan, Inc., 20100 Civic Center, Suite 210, Southfield, MI 48076

RECEPTIONIST/ OPERATOR

Full time position available at Farmington Hills office for a professional client seeking telephone operator. Candidate will also be responsible for greeting incoming visitors, clerical work & light typing (60wpm). Must have excellent telephone skills & professional work ethic. Send resume in confidence to
Personnel Manager
24469 Indopes Circle
Farmington Hills, MI 48335
Equal Opportunity Employer M/F

SALES ASSISTANT - Life & Disability insurance company. Accurate typing, data entry, filing and telephone skills. Computer experience preferred. Send resume to P. O. Box 979, Bloomfield Hills, MI 48304

SECRETARY/COORDINATOR - Individual needed for secretarial position for medical center. Please call between 2-4pm Mon thru Fri. 443-2250

SECRETARY
for well established, 4 secretary Bloomfield law firm. Typing (65 wpm) and word processing skills (WordPerfect) a must. No previous legal experience required. 647-5111

SECRETARY - full & part time, immediate openings for secretarial positions at Southfield, talent agency 353-1515

SECRETARY
Growing company seeks take-charge individual to manage office of professional service firm. WordPerfect and good general IBM PC experience & must. Duties will include typing, filing, telephone, some bookkeeping. Please send resume with salary requirements to Carol Davis, 8467 Northwestern Hwy. #304, Southfield, MI. 48034.

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ARBOR TEMPS 459-1166

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

9 Aluminum Siding

ALUMINUM & VINYL SIDING
Trim & soffit, replacement windows & doors, Insured. Free Est. 478-8328

COMPLETE EXTERIOR Restoration. Aluminum - vinyl Siding, complete trim. 40 year experience. Days, 537-5091, Eves. 685-0368

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HANDYMAN-JOE
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Repairs to Complete Remodeling LICENSED & INSURED
CALL JOHN 522-5401

CARPENTRY - FINISH OR ROUGH Additions, Kitchens, Drywall, Decks, Partitions, Basements, Decks, "No job too small" Lic. 522-2663

CUSTOM FINISH WORK Bookcases • Mantels • Rec Rooms Fireplace Surrounds • Moulding Lic. Ralph Sisiakat 563-7613

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KEN FIERKE Lic -Ins Carpentry Decks, gutters, roofs, alum siding rec rooms, windows, doors, etc Reasonable Free Est 937-2390

SMALL WORLD
All phases of carpentry
Design - Build - Repairs
25 yrs experience Licensed
Call Walt 455-3970

471-2600
Rec rooms, Basements, Kitchens Bathrooms New & repairs

40 Cabinetry & Formica

Cabinet King
534-2330
• New or relaced
• Laminate cabinets & vanity's
• Oak cabinets built by The King
• Formica or solid wood doors
• Counter tops and vanity tops
• Floors by Armstrong
• Free in-home estimates

KITCHEN CABINET REFINISHING & TOUCH UPS
543-6513

42 Carpet Cleaning & Dyeing

AN ALPINE FRESH CARPET steam cleaning service. 2 rooms & hall, $35, truck mounted equipment. Any sofa $30 Any loveseat $25. Any chair $20 Peak of clean 422-0258

MONICO BROTHERS CARPET & UPHOLSTERING CLEANING SERV Steam wash $8 95 per room 756-0417

TWO ROOMS & Hall, $29 95 Sofa, $24 Loveseat, $18 Chair, $12 Dual Process Lake Superior Services 427-2560

44 Carpet Laying & Repair

AAA 8 IN INSTAL & REPAIRS Pad available All work Guaranteed References & Yrs. Experience Call Dave 421-8520

AA CARPET REPAIR Same Day Serv All Work Guar 626-4901

CARPET INSTALLED & REPAIRS 15 Yrs Exp Pad Available 471-3307

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All phases of construction and carpentry. Quality is our business. Lic. & Insured. Free Est. 478-8328

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KEN FIERKE Lic -Ins Carpentry Decks, gutters, roofs, alum siding rec rooms, windows, doors, etc Reasonable Free Est 937-2390

SMALL WORLD
All phases of carpentry
Design - Build - Repairs
25 yrs experience Licensed
Call Walt 455-3970

471-2600
Rec rooms, Basements, Kitchens Bathrooms New & repairs

40 Cabinetry & Formica

Cabinet King
534-2330
• New or relaced
• Laminate cabinets & vanity's
• Oak cabinets built by The King
• Formica or solid wood doors
• Counter tops and vanity tops
• Floors by Armstrong
• Free in-home estimates

KITCHEN CABINET REFINISHING & TOUCH UPS
543-6513

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Fresh Evergreens up to 15 ft U-Cut Lowest prices starting at $20
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Chimney cleaning & repairs
No mess, no previous mess!
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Rebuild, Repair All Leaks Stopped, Tuck Pointing, Flashings, Cleaned & Guaranteed All Work Guaranteed Free Estimates Licensed Insured 828-2733

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Rain Guards, Dampers, Repairs Guaranteed no mess, Insured Lic (k2778)(k)-654-3537 531-8531

57 Christmas Trees

CHRISTMAS TREES
Cut your own! Most Tree Farm Quality scotch and white pine Open Weekends, Noon-dusk Machine cleaning & tree wrapping available M-38 & Arnold Rd. 8 miles W of Pinckney Refreshments avail 313-522-3991

LIVE CHRISTMAS TREES - 25 gal watered pool container Scotch 3-10 ft 11185 Center Rd., Fenton (east 75 on US 23) E 1½ mi 313-629-8405

REAL CHRISTMAS TREES
TREE FARM Back to basics 313-9127
U-Pick, we cut. Scotch Pine & Norway Spruce Fresh cut greens Douglas Fir, Blue Spruce & N Carolina Fraser Fur up to 14 ft Roping - wreaths - refreshments - warming hut Open daily 9-dusk, eves 61 N on M-15, 2 miles left on Ratliese Lake Rd 1 mile Daily from Nov 29

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65 Drywall

DRYWALL FINISHING
Texturing & patchwork Free estimates Reasonable prices
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New & repair plastering taping, texturing, stucco

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We beat any written estimate. Chain Link & Wood Fencing, dog runners, post hole digging Lic. 477-6353

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• 100% SEASONED OAK •
Cut • Split • Delivered
1 Face Cord - 4X8X16 - $59
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QUANTITY DISCOUNT. 425-6978

AA ANDREW'S FIREWOOD
Well seasoned mixed hardwood, 4X8X16 500 face cord $10 to Stack Free delivery nearby
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ABSOLUTELY SEASONED 1 YR split mixed hardwoods $60 a face cord 4X8X16-12 for $115 Delivery included Canton & nearby areas 15 yrs of excellence 464-2433

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SUPER WELL SEASONED
HARD - BIRCH - FRUIT
HACKER SERVICES 474-6914
QUALITY SERVICE SINCE 1946

ALPENA FIREWOOD
Oak, Maple, Birch Dry, Delivery to all counties Face cord 4x8x16 $55 Cut, Split 1-800-373-5649

CURED MIXED HARDWOOD
$55 per face cord - 4x8x16
Free delivery
525-9411

FIREWOOD & COAL
Seasoned Hardwood & Birch
Soft & Hard Coal
Pick up or delivery available
HODLE'S LUMBER SUPPLY
474-6922

MIXED SEASONED HARDWOODS
$60/face cord Maple, Oak, Birch
2 - $110 3 - $162 4 - $212
Kindling - $5 - 12 - $75
SEASONED HARDWOOD
4x8x16 $50 4x4x8 $150
We deliver
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$65 Value Pickup Truck Load Hardwood Dely 563-7606 or 728 1348

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We install, sand & finish all types of wood floors Custom work a specialty Ask about our Winter Special! Free Estimates 352-0059

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