# lassified Want Ads 522-0900 The Observer Eccentric –

504 Help Wanted

KEYPUNCH **OPERATORS** 

CPHA

1948 GREEN ROAD
ANN ARBOR. MI 48105
759-4511 ext 261
page 1 Opportunity Employe An Equal Opportunity Employer

EXPERIENCED, accurate typist.

Answer the phone and other
general office duties. Plymouth
area. Salary commensurate with
experience. Call between 9 AM -1

455-1770

## **STAFF**

Company
Keypunch Days
North suburban firm will pay 15001500 month for your one year's experience Permanent job offers stability and good benefits Call 5421143 topen till 8 pm.) Personnel

Permanent

# STAFF

Company
Bubbly Beginner
Southfield company has terrific opportunity for high school grad with
some typing. Lots of filing to start
quick advancement. 3375 month
Call \$35-735 or come to 2823 South
field, topen till \$ pm > Personnel Company Steno-General Office Career opportunity, two girl office. Southfield Neat, accurate typist, some shorthand, fringe benefits. 9 to 3 P.M. 352-4530

So S PM 334-503

Secretory - Trainer

We require someone who is more than a secretary, someone with too flight input stills and the Johling to communicate effectively as communicate effectively as communicate effectively as the second programmable reported to our customers. Experience in word processing denir and the processing denir and the processing denir and though the processing denir and the processing denir and

SECRETARY opening for secretary will and shorthand experience drs. Kelly for personal inter

879-9002

OUNTING Clerk for trave Permonent

## STAFF

Company
Average Typist?
Great chance to get ahead. You'll
care 1530 month white you learn 1530 month white you learn
to handle customer contact on this
ps service job. Super benefits include your placement service fee
start earning call 542-3143
(open till 4 pm) Permanent

## **STAFF**

Exec's 'Right Hand'
Secy with top typing and OK
shorthand will assist top VIP will
definintiation matters. No placement service fee to pay you carn
TISS week (Call 1551.211) interviews
till 8 pm daily'

till 8 pm daily)

PAYROLL CLERK

Sational Service firm has an opening in their Accounting department. Payroll preparationand bookkeeping experience required Office located in northwest Detroit. Send resum and full particulars to: Accounting, 15400 W. McNichols, Detroit 48228. Permonent

## **STAFF**

CLERK STARTER
Great beginner's spot for accurate
typist who likes the Inredity feel of
a small office. \$400 month plus full
benefits give us a call at 559-735
or visal us at \$55-735
Southfield inherviews till 8 pm/
Personnel.

SECRETARY-RECEPTIONIST



TRY IT YOURSELF! Dial Classified Direct . . 522-0900 or 644-1070

(Or, if you're calling from Rochester or Avon Twp., dial 852-3222 Tall Free.)



# 504 Help Wanted Office-Clerical

Office-Clerroll

Accounting CLERK
National service firm has an
ing in their accounting depart
some bookkeeping experience
good math apitude require
fice located in northwest D
Send resume and full particul
Accounting, 15400 W.
chols.Detroit 48235

## STAFF

Compan Company
Select Sec'y
er company needs Secy, with
d skills and lots of smiles'
se a 'plus' on this public contact
where you earn \$130 week,
which does off. Call 281titll 8 pm daily) Personnel.

#### 'HELLO' PERSON

\$525 Fee Paid The perfect job for outgoing typist who wants public contact and fantastic employer. Talk, type and take charge of plush front desk

ENERGETIC SECRETARY!

Friendly boss is urgently looking for your top secretarial shilly to take good care of his business. Congenial disposition will start you today? Call new 800 Call Lee Larson.

CLERK TYPIST
Attention Housewes: work part
time as Clerk-Typist at Southfield
Investment Firm. Hours 3 AM - 1
PM. Light Typing. Phone Work. Filing. Call Permanent

## STAFF

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Executive's Sec'y
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### QUICK LEARNER NRTHLND

\$525 No Fee

Prestigious company will train brite beginner in general office pro-cedures. Learn to operate all the latest office equipment OK typing will give you a good start \* \* \* THE FREE AGENCY 354-3210 8:30 - 8 pm

GENERAL CLERICAL WORK FULL Time High school graduate Interesting diversified work, N.W.

### VIP'S HELPER SOUTHFLD

\$700 Fee Paid

phy page fever. Action. The process of the control SECRETARY, shortband and typ-ing required. Contact Miss Fenton, INLAND - RYERSON, 21411 Civic Center Dr. Southfield. 333-3135

My secretary has retired and I meet a mature woman for mendacturer's representative imm soften and the second secretary of the second secretary in the second secretary in the second secretary in the second second

NEED CASH FOR NEED CASH FOR INCREASE COST We need: STENOS, PROISES DICTAPHONE OPERATORS SECRETARIES, KETPUNCH OPERATORS, and FILE CLERKS for long and short term assignments. WITT GIRL Call \$45-6828 for office nearest you.

est you. In Livonia area. Call 525-0330 Mon., Wed., Thur., Fri. 10 to 3 PM.

en & Women needed - Li

WITT GIRL

504 Help Wanted Office-Clerical STAFF

Compon Troinable Typist with good mind for figures we get ahead fast in this well-know organization. Start at \$400.44 month plus terrific benefits. Cal \$74.113 for information tapen till pm) Personnel.

SECRETARY
Top notch secretary, excellent
typing skills, knowledge of
shorthand and dictaphone.
Extremely liberal benefits. For
appointment call 568-5111

#### Permanent **STAFF**

Company
Figure Clerk
who can follow thru on detailed
assignment will start at \$115 week
Northwest suburban employer requires only lite typine. Good benelius, excellent advancement. Call
\$1213 or come to 30753 Grand
River, Farmington topen till 8PM1
Personnel.

Personnel.

ALL AROUND induvidual for tooling industry office Must have basic knowledge of Accounts Receivable and Payable. Time keeping. Billing 6 Inventory Control General office and some Purchasing. Excellent benefits Call for appointment 515-4900.

An Equal Opportunity Employer

CHRISTMAS CASH? SNELING & SNELING

ADVANCE IN INSURANCE

Working know of raising and

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time company on shorthard

FREE: Call Pat Kelly

SSB-SNELING IN

SNELING & SNELING. INC.

CHIEF SOME SHELING. INC.

Kithy between 8 and 2 PM, 201-218.

Permanent

# STAFF

Company
Outgoing Ways?
A-I employer wants "smilling type"
to work on happy general office
job. Accurate typing starts you at
100-5110 week. Call 478-1212 interviews till 8 pm.) Personnel.

BOOKKEEPING & CLERICAL Good at figures, some typing Part time. 5 days weekly, 20 hours Periodic raises. MUTUAL of NEW YORK 335-2150 An Equal Opportunity Employer

TYPIST Includes typing of invoices qualations and correspondence. Must have good spelling and grammar, Job also includes general office activity, livania afec. Call

421-9300, Ext. 210
WANTED: GENERAL OFFICE
Help. Part-time. 4 hours daily.
Livonia office Call Mr. Jeffris.
477-4111

Livonia office. Call Mr. Jeffres.

(274)

TYPISI RECEPTIONIST:
Fast moving weeks suburban ad agency needs sharp enthusiastic flast statere. Must type 700P Mar ecurately, Act as freegisionis and operations of the control of the central dules. Overtime if required and 6 Sat. now and then. Excellent salary and frage benefits. Send resume is Box 794. Observer & Eccentino Newspapers. 3351 Schooleratt Rd., Livonia. Michigan 4150.

Galleries. SAP-230 Galleries. SAP-230 SECRETARY
For ad agency executive office. Must have 3 years glos secretarial for the same of the sam

· SECRETARY

**PACKAGERS** onia area Day and Afternoon Shifts APPLY NOW

504 Help Wanted Office-Clerical 504 Help Wanted Office-Clerical

BOOKKEEPING Machine Operator. Must have some bookkeeping background. Excellent benefits. Phone Mr. Leinart. 588-656

ORDER TYPIST Northwest Detroit cutting tool manufacturer wants girl, experienced, with good figure appitude for sales office. Sal ory., bonus, fringes. Cail Mr. Daly. 272-9130

Doly. 272-9130

RECEPTIONIST-TYPIST
Southfield office of national company needs outgoing person: answer customers, calls and dispatch our service personal company of the control of the company of the control of the company of the c

Namey for appointment: 333-3790
OFFICE HELP
NEEDED
IN Farmington Looking for a young lady with a good glorner shall be a good and a good benefits and Pay. Send when the good benefits and Pay. Send shall letter of werk history and sale shall good benefits and Pay. Send shall good benefits and pay. Mt. 48227

FILE CLERK, bright, efficient girl
needed for law office in Southfield.
Pleasant working conditions. Call
Startan Patrick between 1 PM and
3 PM. 335-3600.

CLERK TYPIST To perform general clerica duties an a rotating shif basis (days and afternoons) Must have good typing skills and some office experience Solary \$510 month. Excellen fringe benefits. City of formington Hills. 31555 11 Mile Pel

474-6115

CLERK, STENO for office in South field. Salary in accordance with ability and experience. Call Mrs. Turkal for interview. 557-9393 PROGRAMMER

Minimum 2 years Assembler and COBOL experience. Col-lege degree preferred. For information leading to confidential interview, please call 476-9000, Personnel de-

pariment.
Alexander Hamilton
LIFE INSURANCE CO
OF AMERICA
12 MILE & FARMINGTON RD.
FARMINGTON

KEYPUNCH/COMPUTER
Operator wanted for small but
busy D.P. Department located in
Farmington Area. Call Pete
Tavener. 476-0213 CLERK TYPIST

OFFICE IN SOUTHFIELD
Salary and fringe benefits.
37½ hour week. Reply: Box
858. Observer & Eccentric.
36251 Schoolcraft. Livonia.
Mich. 48150 MLOOMFIELD HILLS School needs 12 month Secretaries. Appl in person at the personnel depart ment. 4175 Andover Rd.

CLERK TYPIST CLERK ITFIST

\$500. Opportunity for experienced typist. Must like variety in work and meeting people. For personal interview, contact Mrs. Seymour. 33333 West 12 Mile. Farmington. Michigan.

KEYPUNCH OPERATOR

oon shift. Livonia area um 1 year experi 525-0780

BILLING CLERK required for medical office in Farmington. Excellent opportunity. experienced only. Call Mr. Miller for an ennolutment. 478-200 ACCOUNTING

ACCOUNTING CLERK Requires education and a playment experience in ma matics. Immediate opening Plymouth Insurance Agen Salary open and fringes. Call Maureen

An Equal Opportunity Employ SECRETARIAL position in busy Real Estate office. Must be excellent typust, have bookkeeping experience, shorthand desirable but not required. Salary commensurate with experience. 425-3102, if no answer, call 281-9354

SECRETARY Sharp young woman with good typing and shorthand skills needed for challenging iob assignment in new South-field office. Call Lora for inter-

557-6100 RECEPTIONIST, P.B.X. Operation B. A.M. - 4:30 P.M. Monday through Friday, Call Mr. Ross. 275-404

Experience in keypunching is desirable but not a requirement for position. Duties include acting as Receptionist, maintaining library. Data Retrieval System, maintaining files and being capable of operating Business. Machines.

Send resume to Box 864, Ob-server & Eccentric, 36251 Schoolcraft, Livonio, Mich-igan, 48150. An Equal Opportunity Employer, M-F BOOKKEEPER

Will time. Fringe benefits. Exerienced. Apply in person. etween 9 - .12. See Mr. John McGrow 18200 W. 13 Mile Rd. Birminghom

TYPIST. Receptionist. Must be able to type 35 to 60 years. 112 per earling 115 for two bours, pleasurest to start Angly Leading Division, 43500 W. 9 Mile. Northwille. treen 9 AM. 5 PM. 331-21M. PAPER SALES

Insurance Rater OPPORTUNITY Seeking hard working aggre-sive sales person for Detroit largest paper distributor. A replies strictly confidential. Contact Mr. Mueller 874-3800 Ext. 221 An Equal Opportunity Employer. Mr.F

SALES

O SEEKING a capable individual with a good applied for facet at sert, some thinkeyer of the capable individual with a good applied for facet as well as the capable for facet as well as the capable for Co. Judy McGrawing for Co. Judy McGrawing for Co. Judy McGrawing for Co. Judy McGrawing for facet as facet a SALESLADIES FULL TIME - MATHRE Experienced. For children's wear YOUTH CENTER STORE. Tel Twelve Mail: 153-164

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LEGAL SECY 1750
GENERAL OFFICE 1570
EXEC SECY 1725
JR BOOKKEPPER 1500
KEYPONCH 1115LEGAL STEIN 1115LEGAL STEIN 1115LIGHT STEIN 1115-

field.

ONE GIRL OFFICE
Regional Manager, for Hospital
Equipment Manulacturer, medicapertenced Girl Friday. Excellent
rings benefits and salary. Ten
Mile and Labser area of Southleid
For interview. Call 33/3556

ment.
An Equal Opportunity Employer
MATURE WOMAN willing to
learn. Dispatcher trainee. Northwest Suburban Taxicab filed.
GA 1-5601

KEYPUNCH OPRS
 Assignments available in all areas
 28049 5 Mile at Beech Daly
 29256 Ryani Rd. at 12 Mile
 GIRLPOWER

965-7000 An Equal Opportunity Employer FARMINGTON area, general office, neat, responsible girl, Will train, Call for interview, 478-3378

Legal Secretaries Experienced-Good Skills Fee Poid by Employer HILLSTROM & ROSS AGENCY Southfield 557-3007

EXPERIENCED MATURE Girl Friday with excellent typing ability and some accounting experience Small office in pleasant country at-mosphere. Plymouth area. Salary commensurate with experience. Call 9 A.M. - 4 P.M. 455-0177

TROY IROY
Available - luxurious 3 bedroom town house. 2½ baths.
finished bosement. Many
extras. \$425 month plus security deposit. Call any day except Sunday.

642-9668

506 Help Wanted Sales CHRYSLER WABEEK

SALESMAN be qualified Real Estat nan for top qualit ifield residential community ppointment, call Mr. Tyson.

851-4222 SURVIVAL &

SECURITY
Inal's what you're really
tooking for. Rejni???
If you are sick of dorn of the control 557-2100 AVON
NEED EXTRA S TO MAKE
CRRISTMAS MERRIER? Earn it
as an Avon Representative. Show
and sell beautiful gifts, quality lewelty and cosmetics in your spare
time. I'll be glad to show you how.
Call:

Norwood Realtors ASK FOR ED TOBATTO 464-1800

MASS HIRING
New Factory Outlet
No Experience Necessary
\$627 Guaranteed per month
Immediate Openings
- 535-2821 MEN and women over 25, full or earl time. Start immediately. Call 336-678 MANAGES 8
DEMONSTRATORS
MEN & WOMEN
Let VOGUE introduce and show
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Ealyor shaping up or trimming
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tion with use of processing the contion with use of processing the contrace of the control of the conceptionist. Call DIANE 335-1612.

THE World's largest food and be-erage service company has open-ing for aggressive demostrators and sales personnel. Direct sales superience helpful but onc necessary. Management potential Sal-ary, commission, benuses, car al-lowance. All fringe benefits For in-tered the hours of 8 AM to 11 AM and 1:30 PM to 4:38 PM, 327-879 FASHION CAREER
OPPORTUNITY
VIVANE WOODARD
COMETICS
Subsidiary of General Foods seek
ing individuals experienced ing group sales or capable of learning
with training. Profutable income opertunity. Call for appointment.
322 2772 CARFER OPPORTUNITY CANADA LIFE

LANADA LIFE

In the leading agency of this leading to gency of this large 127 year old insurance company, with offices in Southfeld, will provide extensive sales training with fiberal starting income and advisationaling benefits, you after a professional life and Health Underweiter or Agency Manager. OUR business is your PUTURE! Interview by appointment. LADIES

506 Help Wanted Sales

HOUSEWIVES
earn money in spare time. 3 hours.
3 evenings. 190. Call Sue. 478-9633

3 evenings, 190. Call See. 63SAVE ON YOUR
CLOTHING COSTS
Buy your personal and fam
clothing at a 557 discount. "Pl
earn up to 317' commission sel
clothing to your frends and
new freeds you will make w
trepresenting Queensway To Fi
ion. Pemale preferred. Call:
Jim or Pat 474-511'
Diane 427-0064

SHAKLEE Distributor negded, ex-cellent line of organic products, ideal part time position for person who enjoys working with and help-ing others, and needs additional in-come, phone 673-7287, or 437-0195

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MEN & WOMEN
TEACHERS. HOUSEWIVES sell
World Book Encyclopedis, the
world's largest selling reference
set. Excellent commission. Flexible hours. No previous sales experience required. To begin training
for part time or full time openings
phone personnel director. 271 8559 SALES ENGINEER SALES ENGINEER
Füll line of materials handling
equipment Established protected
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Eastern Michigan. No overnight
travel necessary. Excellent spoputpool garnings pointfuls. Seed tesome to 18 ost 16, 10 ostern 16, 10
to 18, 10 ostern 16, 10
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to Attention Retirees

Senior Citizens
Senior Citizens
Sunning short of money before the
and of the month? This Ad will definitely benefit you.
Call: 522-8528 SALESMEN wanted for men's slothing store. Must be experienced and have good references. Good Say, Call 875-733

company and benefits. Catl 649-tit Adonoc Personnel 2000 W. Big Beaver Tro INTERESTED IN INTERESTED IN
A CAREER IN
REAL ESTATE?
Call TODAY for an intervie
Westland-Livonia
Gary Cook - 221-8400
Livonia-Farmington
Tom Kuster - 478-9100
Plymouth-Northville
Vern Hackett - 455-5200

Apply in Person 8900 Telegraph (at Joy Rd.)

ATTENTION at Suburbain Tatterb (Feet. GA. 1580).

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WE guarantee you will receive your license. School starting September '5th. A fabulaus money making opportunity for those who work. Agressive, growing office. Broker
teaches class. Ask for Miss

CENTURY 21 30065 Greenfield Southfield

ARTS & CRAFTS e are looking for dealers and sungers to join our arts & crafts sty plan new to Michigan. High mmissions, no deliveries, ground or opportunities. It you are inter-ed in crafts and want to make

call: 522-7681 WOMEN AND MEN
Wanted to sell costume jewelry to
holday season, 50-75° profits. Se
retail: buy wholesale! For information, call 476-1648 or ...
537-171

REAL ESTATE Experienced
Or Will Train
Classes start November 4,
best cammission, in the business. For a personal, conidential interview call DanHarrison at 427-9030, 33050
Five Mile Road across the
street from Livania City Hall.

A First United Broker REAL ESTATE

WEEKLY DRAW

**SALES** 

644-7510

MR. FLÖYD 476-6161

TELEPHONE Work in our office 3 or 4 hours a day, 9 Mile Green-field area, Salary plus, Call

Typists

(Permanent Part Time)

(you are an experienced Typist)

(you are an experienced Typist)

(not due to circumstances can onlove to some can only to some ca atifications and hours Box 850. Observer & wspapers. 36251 School-yonia. Michigan 48150.

YOUNG PEOPLE 100NG PEOPLE
16 and over
beeded for Telephone Soliciting
Rours 43 pm. Monday through
Tbursday: 124 Saturday. Excellence
salary plus commission. Schoolcraft, lokster area. Call Rick for interview.

522-5060 PART time office help, 4 to 5 hours per week, Thursday only. 425-5590 PART TIME

LAUNDRY AIDE
Weekends, Ideal for retired
lady.Good pay and benefits, pleasant surroundings. Apply 9-4 Monday through Friday, Mrs. Baskey.
FARMINGTON NURSING HOME 30405 Folsom Rd. Farm 477-7400

WANTED
Retired or Middleaged man as night Manager of Car Wath Apply 2018 Plymouth Rd. next to Lloyd Hussner Car dealership.

NEED general housecleaner every other Saturday. Plymouth area Call after 5 P M. 453-4634 MATURE WOMAN to babysit. 3 days week, my home. Middlebelt Cherry Hill area BABYSITTER in my home Children 2 mos - 16 mos Own traction, references Eleven Mile-Greenfield area 597-3815

MOTEL MAIDS

chamberlain

EAL ESTATE. No experience to sired. We will train you. Must be ter 21. Weekly draw. Call M loyd. 476.49 REAL ESTATE

Rogg. LEXINGTON 261-8555 FORT LIME

SECRETARIAL and Telephone Answering, part time. Southfield area 5 to 5, Monday. Wednesday. State of the Communication of the

Custodian PART TIME position is open for work in our Farmington Office In-dividual selected will clean office and maintain outsile grounds. Call Mr. Flattery for interview at: 476-3724

476-3724

1st Federal Savings
of Detroit
An Equal Opportunity Employer NEW ARTS & CRAFTS Company needs dealers and managers to sell exclusive kits, home party plan, part time. 349-5261

MAINTENANCE WORK
to 6 hours per day. Male over 21
referred.

3 to Rhours per day. Male over 21 preferred. 43 4439.

INSUBANCE PERSONAL LINES Genral Insurance agency in in careful agency experience in Personal Lines The person we seek should be able to rate, self enverage to favor with the control of the co

ALTERATIONS
Men's Wear. Part time, good pay
Tolin's, 306 W. Fourth St., Roya
Oak, 338-266

Oak.

INTERESTING Part Time telephone work, Three Shufts. 9:1 1-5.
5-9... \$2 per hour plus bonuses Apply Publishers Associated Service, Clawson Bldg Sute 188, 23:10 Providence Dr. Southfield \$59-1280 APARTMENT MANAGER. unit, apartment and salary. Drive, Schoolcraft area. St CARETAKER COUPLES
FOR new Garden and Highrise
buildings in fine west suburbs Full
time, experience. Top Salary and
apartment Call Consolidated Management Co.
358-5550

WANTED: man to drive invelid days a week. 16909 Middlebelt Rd Livonia. EXPERIENCED refined woman desires general cleaning Own transportation Reference 491-0997 CHILD CARE. licensed home Cherry Hill and Venoy area Reasonable. 425-7847

We need 3 women with pleasant speaking voices to work from our Southfield office 4 hours daily. Sal-ary \$2 per hour. Call Miss Lee. \$39-7533 SSP-TSSS
RETIRED man with station wagon to move, pack and deliver small packages part time. Hours to fit your needs. Good health and good spirit required for this pleasant job, Call Mr. Mayer.

645-5466

BABYSITTER. my home. Thursday, 3 AM - 5 PM; your transportation, \$15. W. Bloomfield 625-6221

BABYSITTER. mornings, Birmingham, I child. Call 644-0178 BABYSITTING BABYSITTING BABYSITTING BABYSITTING

DORCHESTER MOTEL Ke 3-8400 HOUSEKEEPER. mature. dependable woman. 3 PM. to 7 PM. 5 days. in Mother-less home for Father and 16 year old son in Bloomfield Hills Live-in quarter for you wish. Free to take other job in A.M. References. Call after 6 PM. 632-7166

PM. 542-716
HOUSEKEEPER Woman for general housecleaning in new Grosse Pointe home Prefer Ixee in Will provide private quarters Will consider 3 to 5 days per week. References required Call Mrs. Gloede between \$10 AM & 294-8115 Monday thrus Friday 294-8115.

MATURE WOMAN needed to care for 3 children, ages 8.9.10 After school until 6 PM. Must live in the Wilson school area. Livonia Call after 6 PM. 423-6741

HOUSEKEEPING Lady for a beau-tiful home in Bloomfield Hills Lovely surroundings Live in or daily work accepted, good salary and friendly atmosphere. Call 756-2020

BABYSITTING - 3 days a week 8 AM - 3 PM Your transportation Farmington Hills 551-5427 MATURE Housekeeper live-in.
pleasant adult family. private
room, Livonia. 422-1284

510 'Help Wanted Couples

For large suburban Wixom complex Salary plus apartment and utilities. No children or pets Call Mr Wheatley 624-6464 512 Situations Wanted Female

Good worker wants general, full cleaning, East of Woodward only.

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