504 Help Wanted Office-Clerical

SOUTHFIELD LAW FIRM SECRETARY-bright & sharp with good clerical skills to train as LEGAL ASSISTANT, college preferred.
SECRETARY-to train for legal work, bright, accurate with excellent clerical skills.
TYPISTS-Accurate to train on word processing equipment.
Call Mr. Bernstein
355-5000

SECRETARY
Good typing and shorthand skills. Land Management Firm. School-Grand and Merriman. 522-5050

PART TIME office work. Evening hours. For busy doctor's office. Garden City area. 422-7800

RECEPTIONIST/TYPIST for Garden City office. Telephone experience and good typing skills desirable. Call Mrs. Tierney for interview. 474-8400

PERSONNEL
Human Relations Area with multi-location exposure, treats you to management contact. $215-$250 start with promotion. Call 442-4900
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

AVAILABLE NOW

Secretaries to	$1000
Full Charge Bookkeeper	$975
Accounts Payable Bookkeeper	$866
Legal Secretary	$866
Insurance Rater	$860
Dictaphone Transcriber	$850
General Office	$800
Stenographer	$800
Senior Clerk-Fordosure	$780
Key Punch	$750
Receptionists	$710
Typists	$700

Many other positions available in the N. E. and N. W. Suburbs.
ALLIS PERSONNEL
Quakertown Plaza 22969 Hamilton
Farmington Hills 553-3100
Saturday by appointment

SECRETARY
Excellent opportunity at growing suburban newspaper. Type 65 wpm; shorthand and other secretarial skills a must. Good math aptitude, ability to prepare reports and charts. Experience helpful. Excellent benefits, pleasant working condition. Apply in person. Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan, 48150.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
For large corporation in Southfield. Requires 70WPM typing, 70WPM Shorthand. Outstanding years experience. Excellent benefits, outstanding position. $11,000. FEE PAID.
SECRETARY,
For Manufacturing Firm to work for 3 persons. Required 50WPM typing plus office experience. Manufacturing background helpful. $850. FEE PAID.
RECEPTIONIST,
With 1 year experience and light typing for Southfield office. Excellent benefits. $650. FEE PAID.
CALL OUR CAREER HOTLINE 642-4244.
ACCURACY PERSONNEL
1080 North Woodward
642-3050

PERSONNEL CONSULTANT
Join growing office clerical personnel agency staff. We will train you. Sales ability helpful. Great chances for top earnings. Call Accuracy Personnel 642-3050

504 Help Wanted Office-Clerical

COORDINATOR
Super chance to act as director for this consulting team, purchasing & travel plan, call for your special touch, $1,000 plus start in Troy, needs no shorthand.
Call 649-4164
Your New Boss pays Our Fee!
HARRIET SORGE PERSONNEL

RECEPTIONIST
Advertising agency needs personality-plus in this people-greeter spot! $600. Call Kathy now.
ALLEN 352-2090
SNELLING & SNELLING PERSONNEL

PEOPLE NEEDED
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Receptionists
Secretaries
Typists
Many Temporary positions available for short and long term assignments. Good wages. No Fee. Come in or call
642-3050
Accuracy Temporary Service
1080 No. Woodward, Birmingham

SECRETARY
Full time position, experience necessary. Typing of dictaphone, varied office duties. Pleasant working conditions. Excellent benefits. 477-5802
An Equal Opportunity Employer

CLERICAL
Misc. duties including filing, errands, typing and mail. Southfield location. 352-7250

ADMINISTRATIVE SECRETARY
Large restaurant chain needs your sparkling personality and good skills for area office. To $10,000. Call Joanne now.
353-2090
SNELLING & SNELLING PERSONNEL

CLERICAL
Girl Friday. Immediate opening for Life Insurance Agency at the Hunter Center in Southfield. One girl office. Good typing & shorthand or typewriting. Pay according to skill. Call
558-5100

EXPERIENCED LEGAL Secretary needed for Bloomfield Hills Law Office. Call 647-1177

OFFICE CLERK
Internationally known Manufacturer of business machines located in Southfield has opening for an office clerk, experienced in customer relations, to initiate process, schedule and bill service orders. Accurate typing and math skills. Pleasant telephone manner an a willingness to work permanent position with opportunity for advancement. Good salary and benefits together with pleasant surroundings.
CONTACT
MARJORIE HIRSCHFIELD
644-8948
A B DICK CO.
An Equal Opportunity Employer

SECRETARIAL POSITION for Farmington Hills based firm. Typing and shorthand skills required. Call Ms. Hanson 851-1900

FILE CLERK- Southfield law office. Call Charlotte. 358-3000

JUNIOR Secretary, willing to learn legal work. General office duties. Type 55 WPM. Southfield law office. Call Charlotte. 358-3000

TELEPHONE RECEPTIONIST. Southfield law office. Call Charlotte. 358-3000

MATURE GIRL wanted for secretarial position in Canton Township. Typing required. $150 per week to start. Call Mark. 362-2540

504 Help Wanted Office-Clerical

BOOKKEEPER - for art gallery in Southfield, mature, experienced, full charge, knowledge of sales tax helpful. 2 bookkeeper office, call for appointment, Mrs. Teper 356-2343

NEW TRAVELERS POSITIONS in '79. Legal secretary-secretarial school or one year experience in law office. Type 50-55WPM. Use dictaphone transcriber. Assistant group claim processor. High school graduate or one year clerical experience. Good typing ability. Typists. Good typing ability with or without experience using dictaphone transcriber. Excellent learning opportunities in these positions. These jobs are available immediately. We offer excellent starting salaries and employee benefits. 37½ hour week at our Southfield location. Free parking provided. Equal Opportunity Employer M/F
Call personnel. The Travelers Insurance Company. 827-7201

FULL TIME help wanted, for westside lighting showroom, sales and secretarial work involved, typing helpful, call
537-5405

BOOKKEEPER (assistant) for Southfield advertising agency. Must have good typing skills. Previous experience helpful. Hours 8:30 to 5. Call Mrs. Gray
356-4800 ex. 201

CLERICAL
Good typist (55-60WPM) with numerical interest and aptitude and at least 1 years experience needed for computer operations department of marketing and sales promotion company, located in Northwest Detroit. If qualified, call Personnel Department for appointment. 272-1000
An Equal Opportunity Employer

CLERK TYPIST
Excellent opportunity for mature individual with excellent typing skills. Office experience required. For further information contact Personnel Dept.
ALEXANDER HALTON LIFE INSURANCE CO. OF AMERICA
12 Mile & Farmington Rd.
553-2000
SNELLING & SNELLING PERSONNEL

CLERICAL
GENERAL Bookkeeper - pegboard system, accounts payable and receivable, various office duties. Bedford location. Moving to Plymouth area. Contact Marie
531-4533

Mortgage Processing Clerk
Typing minimum 55 WPM very accurate, good with figures. Experience desirable but will train. Must be able to work well with only light supervision.
PEOPLES FEDERAL SAVINGS.
751 Griswold
Detroit, Mich. 48226
961-6170
An Equal Opportunity Employer

FILE CLERK
Wanted for large office in Southfield, minimum experience acceptable, no typing, permanent, good benefits. NAS Creditors Service Inc. 353-0300
An Equal Opportunity Employer

TYPISTS
National firm offering interesting position with varied duties, good typing speed and accuracy required. NAS Creditors Service, Inc.
An Equal Opportunity Employer

SECRETARY for Troy law firm. 3 to 3 years secretarial experience required, word processing experience preferred. Salary commensurate with experience. Ask for Mr. Briskin 643-8300

IMMEDIATE OPENING for a sharp dependable mature person in the Troy area. Must have good typing ability and figure aptitude.
Call 689-5268

INSURANCE SECRETARY
With general insurance experience. Excellent salary and good working conditions. 12 Mile-Southfield Rd. area. 557-4674

504 Help Wanted Office-Clerical

SECRETARY - Sales Finance Division of national manufacturer has immediate opening for general office position. Good typing skills required. Salary plus benefits. 13 Mile-Northwestern area. Call 851-7943

BOOKKEEPER- Gal Friday. 1 girl construction office, experience necessary. Send resume to: 25100 Novi Road, Novi, Michigan. 48050.

SECRETARY, Del Monte Sales Company, Oak Park area. 2 years minimum experience. Must be a good typist and take shorthand. Full benefits. Call 968-1111
An Equal Opportunity Employer

FULL TIME cashier/clerk for parts department in Ford dealership. Experience not necessary, but preferred. 1600 Telegraph, Detroit.

SECRETARY
Challenging opportunity for experienced secretary. Minimum typing 60 to 65 WPM, shorthand 80 WPM. For further information contact Personnel Dept.
ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA
553-2000
12 Mile & Farmington Rd.

GENERAL OFFICE
Industrial distributor in northwest suburb. Clean, pleasant working conditions. Typing, inventory control. Diversified, challenging. Call Mrs Sharpe.
537-3305

CLERICAL
Limited Experience?
The world headquarters of an international corporation located in Troy has permanent openings for general clerical positions requiring no previous work experience (full day & night shifts available). We offer a competitive fringe benefit program and good starting salary. If you possess good clerical skills and typing ability, call 362-4444, ext. 417 for interview appointment.
Equal Opportunity Employer M/F

GENERAL OFFICE
N.W. Detroit area, typing, telephone, some light bookkeeping and general clerical duties. Blue Cross, sickness and accident insurance, 5 days, apply 18221 Grand River.

SECRETARIAL POSITION open immediately in busy Southfield personnel office. No experience necessary. Typing essential, & ability to work with little or no supervision. Good benefits including major medical & dental. Call Nancy, 353-4532

PROFESSIONAL insurance company in Southfield requires experienced transcriber, 60WPM, room for growth. Call J. Martin, 353-0020
An Equal Opportunity Employer

GENERAL OFFICE - bookkeeping experience helpful, no typing required, good pay. Reply Restaurant Dugless, 29149 Southfield Rd.

FULL TIME needed immediately for accounts payable, payroll & bank Experience required. Redford area 478-8300

BILLING CLERK needed for skilled nursing facility. Experienced only need apply. We offer competitive salary and benefits. Application being taken between 9 - 11 am, Jan. 2,3,4, Bloomfield Hearing Center, 50 W. Square Lake Rd., Bloomfield Hills.

TYPISTS - Are you bored with your present job? Opportunity to learn Mag Card typewriter while working the attractive Troy office of a growth company. Excellent benefits & working conditions. Call earnings 649-3000
An Equal Opportunity Employer
Age No Barrier

504 Help Wanted Office-Clerical

OFFICE MANAGER
BOOKKEEPER
Livonia based manufacturing division of international company. Ground floor opportunity. Must take charge of office with clear cut responsibility. Prior experience with profit & loss responsibility helpful. Compensation, including bonus, commensurate with experience and performance. Telephone Friday, Jan. 5, 1979, for interviews on Saturday, Jan. 6, 1979. 261-0084

ADMINISTRATIVE ASSISTANT
Girl with life insurance experience to run our busy demanding office. Background in legal & tax matters necessary. Must be capable of making decisions & taking the initiative. Self reliant, hard working & figure aptitude a must. Career-minded only need apply. Please call Mrs. Levinson:
358-3530

MOORE BUSINESS FORMS
SECRETARY
For District Manager, excellent opportunity for experienced secretary in a pleasant business atmosphere. Southfield area, phone contact and typing skill range from moderate to busy, specific skills required. Organizational including reports. Typing 60 WPM, self directed, good in general math, very good to excellent secretarial and phone manner. This is a permanent full time job, 8:30am-5pm, 5 days, with full benefits plus holidays, vacation and sick days. Prior experience or understanding of sales environment desirable. For interview call Louise
557-3220
An Equal Opportunity Employer

CLERICAL/FILING
Southfield CPA office. Good salary, benefits. Parker Wiling & Company, 315 Travelers Tower. Call Miss Volan 354-4080

WANTED: Full or part time mature man or woman to organize account records and handle telephone contacts with my customers. Full training upon acceptance. Call my office, ask for Phil Van Hollebeke at 398-7900

RECEPTIONIST for Livonia medical office. 40 hour week including a day Sat. once a month. Previous experience in medical office preferred but not absolutely necessary. Send resume stating salary expected to Box 645,
Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GENERAL OFFICE Clerk - Basic skills required. Typing, filing and phone. Light office procedures required including orders, billing, inventory control and customer contact. Call Mr. Rohder for appointment 581-3444

SHIPPING CLERK - medium sized manufacturing plant in Dearborn area requires a shipping clerk. Good figure aptitude and typing. Previous shipping experience desirable. Salary open. Call between 10AM-3PM weekdays.
843-2663

SUBURBAN OFFICE SERVICES
Wants to help you start the year out right and keep your clerical skills sharp. Work when, where and as often as you like in 1979. Call our "Temporary Division":
ROCHESTER 651-1500
FARMINGTON 477-9842

NEW Novi branch office creates immediate opening for an office manager with 1 or 2 years bookkeeping experience. Must have organizational ability, good communication skills and type. Competitive salary and full benefits program. Call Bill Dodd for interview and appointment at 624-8905

504 Help Wanted Office-Clerical

SALES OFFICE TYPIST
Varied duties including transcribing, filing, cataloging, some receptionist duties. Experience preferred. Send resume to: Ace Controls, Box 71-S, Farmington, Mi. 48024

SECRETARY-light typing required. Some experience helpful. For appointment call Gary 478-2000

PRESTIGIOUS position at the Somerset Mall available for a receptionist/typist with professional office skills. Experience a must. Please send resume to: Dr. M.A. Meyers, 2897 Somerset Mall, Troy, Mi. 48084

CLERK/TYPIST
No experience necessary. Meet the public; interesting, varied work centering around operation of our computer terminal. Must type 45 WPM. Good salary; regular increases based on merit. Learn to operate computer terminal. See Mr. Leline, General Finance Corporation, 23026 Grand River, Detroit Mi., 48219. Equal Opportunity Employer M/F

SUBURBAN OFFICE SERVICES
Wants to help you start the year out right. Keep your clerical skills sharp. Work when, where & as often as you like in 1979. Call our temporary division.
Rochester 651-1500
Farmington 477-9842

RECEPTIONIST/SECRETARY
Position to be in charge of our national company with corporate headquarters in Farmington Hills. In addition to greeting visitors, answering phones, you will be trained in a variety of secretarial duties. Pleasant working conditions in a atmosphere of good starting salary. Position for bright person. Competitive benefits including profit sharing & retirement.
Call Mr. Bob Dissette
SUBURBAN OFFICE SERVICES
Wants to help you start the year out right. Keep your clerical skills sharp. Work when, where & as often as you like in 1979. Call our temporary division.
Rochester 651-1500
Farmington 477-9842

BOOKKEEPER - full time, experienced 297-6800

SECRETARY WANTED with light bookkeeping experience by Livonia corporation. Call for appointment. 478-7020

FULL TIME receptionist position for busy office. Hours 8AM-5PM. Dearborn area. Experience preferred. 336-9110

PART-TIME RECEPTIONIST/Secretary for Canton Center Rd. dependable person with poised business manner for telephone and general office duties. Call Susan 569-4343

SECRETARY
Nationally known insurance company is seeking a secretary to the president of its Troy operation. Career opportunity for a well organized person with good office skills. Call mornings 643-3800
An Equal Opportunity Employer
Age No Barrier

WARRANTY CLERK - for car dealership, willing to train, working with figures and telotype. Farmington Hills area. 478-8000

TYPISTS
TYMSHARE INC
Let Tymshare teach you key punching at our cost. An international Data Processing firm is opening 2 classes to teach qualified typists how to key punch. 36 WPM a must. Flexible hours: days, nights, part-time, full time. We will pay you while we teach you the skill of key punching. We will employ you if you successfully complete our training. For more information call Stella at: 354-8675

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY for diversified Real Estate Investment firm in Southfield. Must be personable person experienced in dictaphone use and correspondence, financial typing. Salary and benefits commensurate with experience. Call Susan 568-2882

LEGAL Secretary with experience to work in established Southfield firm. 353-8411

AUTO DEALERSHIP
BOOKKEEPER
Experienced only. Late or call Loddie Wright, Lou LaRiche Chevrolet, 34567 Plymouth Rd. 453-4600

BOOKKEEPING machine operator. MCR 3600. Experienced in accounts receivable and billing procedures for wholesale food distributor. Please call between 1 and 4PM. Ask for Gary 868-5311

GENERAL OFFICE - accurate typing and aptitude for figures essential. Steady work, hospitalization and pension plan. Southfield area. Call Shirley 353-1566

SECRETARY
With ability to exercise independent judgement and perform under pressure situations. Detail minded individual with Secretarial experience. Excellent Typing and Communication skills (correspondence and oral). Good Math aptitude and also the ability to complete and prepare reports and charts. Competitive company benefits including dental. Send resume to: Box 65, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

APPOINTMENT SECRETARY needed. Some telephone experience preferred. Light typing. Flexible hours, some evening hours. Opportunity for advancement at Interactions, Inc. Dating Service: Ask for Mr. Gray 569-6222

ACCOUNTS payable clerk, typing, general office work, good working conditions. Excellent benefits. Call for appointment. 641-1000 ext 170

SECRETARY
Growing Farmington Hills corporation has immediate opening for a person with good Secretarial skills including accurate typing and shorthand. You must be able to work with others and top level executives as well. Fully paid benefits, good salary and lots of career growth opportunity. Call 478-8190.
Ed Kurzawa, Dir. of Personnel
Little Caesar's Enterprises
38700 Grand River
Farmington Hills, Michigan
Equal Opportunity Employer M/F

FULL TIME opening for secretarial position in busy, pleasant office. Telephone experience necessary, with light typing. We are looking for fast learner and self starter. Excellent benefits and pay, plus between 8 - 5 PM 353-1843

504 Help Wanted Office-Clerical

TYPIST - full time. Evergreen/12 Mile area. Good benefits. For appointment call 354-1025

LEGAL SECRETARY for senior partner. Bloomfield Hills firm. Mag card & shorthand. Excellent salary & benefits. Call Mrs. Book 642-7680

GIRL FRIDAY - for small manufacturing company, V-Line Precision Products, Redford, Mi. 537-3663

RECEPTIONIST for retail chain located in Southfield. Typing ability a must, ordering experience helpful. Fully paid Blue Cross and profit sharing. Please call 358-1180

BOOKEEPING POSITION IN SOUTHFIELD TITLE INSURANCE AGENCY. FULL TIME. CALL MR. STAUB 353-1800

BOOKKEEPER/Secretary for 1 girl CPA office. 12 Mile/Southfield area. Call 557-6870

GROUP health insurance claim examiner. Excellent starting salary and fringe benefits. Southfield office location. Medical background helpful. 424-8323

LEGAL SECRETARY
Experience needed. Salary negotiable. Law firm relocating in Ann Arbor. Call Flint - ask for Brenda 1-235-2554

TEMPORARY HELP: Clerical persons needed 8 to 10 weeks to handle incoming phone calls for a Mortgage Company. Basic figure aptitude important. 8:30 to 4:45PM. For an appointment, call Mr. Boyles at 355-5500

GROUP POSITION OPEN FOR SOUTHFIELD CLOSING DEPARTMENT. TYPING REQUIRED. FULL TIME CALL MR. STAUB 353-1800

ROCHESTER- Now leasing secretarial, telephone answering space in new executive office building on Rochester. Please phone 375-1220 375-2192

INCOME TAX PREPARER to work days or evenings for upcoming tax season. Experience a must. Contact Don Burniac, Jr., City Business and Tax Service, 24835 W. Warren, Dearborn Heights. 563-3760

Keydisc/Keypunch
Experienced operators - top pay. Immediate openings for all shifts. Excellent benefits and incentive pay.
Livonia 569-2220
Utica 254-1910

505 Help Wanted Food & Beverage

ASSISTANT COOK
Prefer ambitious middle-age lady willing to work days. Good salary, good starting wage. Apply at The Chalet, 35105 Plymouth Rd. Livonia.

504 Help Wanted Office-Clerical

SECRETARY
Excellent opportunity at growing suburban newspaper. Type 65 w.p.m. shorthand and other secretarial skills a must. Good math aptitude, ability to prepare reports and charts. Experience helpful, excellent benefits, pleasant working conditions. Apply in person.

The Observer & Eccentric Newspapers
36251 Schoolcraft, Livonia, Michigan 48150
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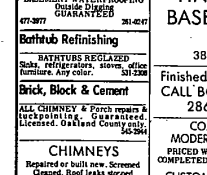

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SALES - INSTALLATION
REPAIRS
BROADLOOM INTERIORS
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FOR Reasonable rates & beautiful cleaning of carpets & furniture, call Colonial Cleaning. 19 yrs. exp. Insured, Livonia. 537-1050

$25 LIVING OR FAMILY ROOM
Powerful truck mounted equipment gets carpets safely cleaner and dryer than all other methods.
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SHULTS CARPET CLEANING
1st rm $20-add'l rms $10 - $15
We steam clean only
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Livonia 261-8956

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& CARPET REPAIRS. Rubber pad avail. Reasonable. All areas. Call Jim, 455-0010, if no answer, 453-3118

COMPLETE CARPET SERVICE
SALES - INSTALLATION
REPAIRS
BROADLOOM INTERIORS
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FOR Reasonable rates & beautiful cleaning of carpets & furniture, call Colonial Cleaning. 19 yrs. exp. Insured, Livonia. 537-1050

$25 LIVING OR FAMILY ROOM
Powerful truck mounted equipment gets carpets safely cleaner and dryer than all other methods.
ACTION CARPET CLEANING
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Free estimates. Fully insured.
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Get the most for your wood burning dollar
Be fuel efficient & fire safe.
No smoke-no fume-no dust.
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Removes fire hazard without soiling or disturbing the interior of your home.
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Reasonable rates
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Fast, qualified electrical work. Call us when you need usanytime. We accept Mastercharge and Visa
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FREE DELIVERY TO MOST AREAS
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Split, dry, face cord - 4x8
Two for $40, delivered for $40
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Open 24 Hours
Fast Delivery

ALL HARDWOOD
Seasoned - 334 Face cord.
16"X 8"X 16"
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J & W WOOD Farm. Mixed hardwood, $35. Pick-up from truck load. Free delivery. Prompt service.
478-2055

SUBURBAN FIREWOOD
Well seasoned. Face cord, 4' x 8' x 16 in. Split, mixed hardwood, no face cord, two for $72. White Birch, $42 face cord. Free delivery. Kindling, $2.50 a bundle. Closed Sundays. 728-4138

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$40
Guaranteed Seasoned Firewood
Free Delivery
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90% OAK, seasoned 1 years old, $45 a cord, $80 truck load, extra split 18 in. Free delivery, 425-3080 or 517-889-3438

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Old floors cut and polished, they look beautifully done. Very reasonable. Free Est. 477-7726

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