504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT FOR LUMBER
Wholesale-Must possess good math skills, be neat, organized, and have a good eye for detail-heavy computer entry-P.C. experience helpful-full time-full benefit program. Send resume to: Weyerhaeuser Company, Attn. Lin, 1550 Superior Parkway, Westland, MI 48185

ADMINISTRATIVE ASSISTANT
Support 2 consultants who travel frequently, accurate typing, computer experience, mature, able to handle routine to hectic work load. Training in FORUM useful. Salary $18,000. Send resume & cover letter to: KCB Consulting, 30700 Telegraph, Suite 2615, Birmingham MI 48010

ADVERTISING AGENCY seeks experienced Executive Secretary. Shorthand, typing, telephone, public relations, office management skills. Southfield. 356-4191

ALL AROUND person for part time (leading into full time) general office for insurance contractor in Redford. Good typing, & phone manners. Good pay & more 535-7660

AUTO DEALERSHIP
Accounts Payable position available for busy dealership. Experience required. Great job for right person. Call Judy, Marty Feldman Chevrolet 348-7000

BENEFITS BOOKKEEPER
High school graduate with previous bookkeeping experience &/or equivalent course work in accounting. Knowledge of data processing procedures & PC experience preferred. Send resume & salary requirements to: Farmington Public Schools, 32500 Shiawassee, Farmington 48024. Attn: Sandy Weir. Deadline for applications Nov. 28

BOOKKEEPER ASSISTANT
Experienced through trial balance. Computer experience essential. Competitive salary and benefits. Send resume to Box 944, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Experienced, part time flexible hours. Need some computer knowledge. Send resume to Grant & silverman, 21411 Civic Center Dr., Ste 112, Southfield MI. 48076

BOOKKEEPER, experienced, able in direct accounting department. Payable experience a must. Excellent salary, fringe benefits & working conditions. Birmingham area. Call between 9am-5pm, Ask for Sue 851-7741

BOOKKEEPER
Excellent opportunity for a well organized highly motivated individual for our new Birmingham Real Estate Development office. Candidate must have experience in computer accounting, construction software, processing draws etc. Non smoker. Send resume and salary requirements to: Delcor, 31000 Telegraph, suite 220, Birmingham MI. 48010 Att: Mary

BOOKKEEPER
Fast paced Livonia company is looking for a well organized self motivated individual to handle company's bookkeeping. Some accounting experience preferred. Please send resume and salary requirements to Box 222, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER for small Oakland Cty. Credit Union. Must have credit union experience. Send resume to: Search Committee, 2385 Chala Dr., West Bloomfield, MI 48033

BOOKKEEPER for CPA office. Challenging position available for responsible person with a minimum of 3 years experience in bookkeeping thru trial balance and payroll taxes. Opportunity to learn and advance. Please send resume including work experience and salary requirements to: Donald Nitzkin, 755 W. Big Beaver, Suite 1700, Troy, MI 48084.

BOOKKEEPER - full charge thru trial balance, 3-5 years experience. Full time, Mon thru Fri. Southfield area. 967-0100

BOOKKEEPER
Growing property management company in Farmington Hills seeks full time Bookkeeper with minimum 2 years experience. Computer experience desirable. Excellent opportunity for ambitious individual. Salary commensurate with experience. Comprehensive benefits available.
CERTIFIED REALTY INC.
38345 W. 10 Mile Rd.
Suite 300
Farmington Hills MI., 48024
471-7100

BOOKKEEPER
Part time, 3 days a week, 15 hrs. per week. Schedule flexible. Starting salary $5.50 per hr. Experience a must. Call Pat at 421-8810
Willsie Cap & Gown

BOOKKEEPER - Part-time. Minimum 2 years bookkeeping experience. Experience with personal computers, Lotus 1-2-3 preferred. 20-24 hours per week, flexible. Potential for future full time employment. Call Janet, Mon-Fri, 2-4pm. 967-4240

BOOKKEEPER/RECEPTIONIST
Small company in Livonia is looking for experienced person in accounting, both payables & receivables, that may have knowledge of Macintosh Computers. Must be self starter and able to work independent. Benefits and flexible hours available. 478-2622

BOOKKEEPERS
AccounTemps, the worlds largest temporary employment service specializing in Accounting, Financial, Banking, Tax and Data Processing Personnel is now interviewing for fall and winter positions. Temporary assignments can lead to permanent positions.
Call for an appointment and find out how much money and experience you can get!
357-8367
accounTemps
A subsidiary of Robert Half of Michigan, Inc.
28588 Northwestern Hwy. #250
Southfield, Mich., 48034

BOOKKEEPER/SECRETARY
Experienced Bookkeeper part time, 8-16 hrs. a week, for art gallery. Southfield area. 356-5454

BOOKKEEPER/SECRETARY
needed for fast paced company. This is a unique opportunity for a person who wants to become a part of a rapidly expanding organization. Must be organized, responsible and a take-charge person. Excellent benefits. Please call 356-0900

BOOKKEEPER/SECRETARY
Accounts Receivable, Accounts Payable & Payroll experience necessary. Position available immediately, starting part time. Salary commensurate with experience. Located in the area of Schoolcraft & Merriman. Call for appt. 425-6622

BOOKKEEPER - some practical experience for multi company. Must be self starter. $17,000 per year negotiable. Contact Mr. Murphy, 644-8974.

BOOKKEEPING/ACCOUNTING CLERK. General bookkeeping experience necessary. Call for appt. 547-6910
An Equal Opportunity Employer

Bookkeeping

ACCOUNTS PAYABLE	To $18K
ASSISTANT BOOKKEEPER	To $16K
CLERK, ANN ARBOR	To $15K
FULL CHARGE	To $23K
MEDICAL BILLING CLERK	To $16K
CLERK, DEALERSHIP	To $18K
BOOKKEEPER	To $22K
OFFICE MANAGER	To $24K

Open Fri. Nov. 25, 1988
HALF
Robert Half of Michigan, Inc.
28588 Northwestern Hwy. - #250
Southfield, MI 48034
358-2300
Fee Paid

BOOKKEEPING TRAINEE needed for immediate part-time position. No experience necessary, will train. Flexible hours. Southfield area. Call Mark after 3pm. 557-2980

CASHIER/ACCOUNT REP
TO $15,000
A full time position available in our Livonia office for a responsible individual/good general office skills. We offer a bonus plan, and an excellent benefit package.
Send resume to:
PO Box #52517
Livonia, MI. 48152
An Equal Opportunity Employer

CASHIER/CLERK - reliable person for cashier/general office duties. Speed & accuracy essential, hrs. 4am-noon. Send resume or letter to Personnel Dept. 7201 W. Fort, Office 17, Detroit, MI. 48209

CLERICAL/DATA ENTRY - No experience necessary. Apply in person at: Bill Cook Buick, Grand River & 10 Mile Farmington Hills
Ask for Karen Charnock

CLERICAL
Entry level position with some knowledge of payroll, checking accounts, personal property tax. Qualified individual only. $6-$8.50/hr. depending on qualifications. Send resume to Office Manager, 21651 Melrose, Southfield, MI., 48075.

CLERICAL HELP
for scheduling, phone answering etc. Full time. Send resume to: S & W Enterprises, 13040 Inkster Rd Redford, MI 48239

CLERICAL - Marketing Force a leading sales promotion/merchandising co. has immediate openings for part time office help. Applicant must be comfortable with paper work & $5.50 per hour. Please call Mary Jane at 651-2517

CLERICAL - part time
Very flexible hours. Filing, typing, answer phone. 532-4700

Clerical

Sales Assistant
UNIVERSAL UNDERWRITERS GROUP has an excellent opportunity for an individual with a strong clerical and customer service background to join the staff of our Southfield Regional Office, Sales Department. This position provides support functions for our office and field sales staff as well as clients.
If you possess strong clerical skills, typing 35wpm, CRT, telephone skills and organizational ability and desire to learn the insurance industry with a company offering a competitive wage and an excellent benefit program, please contact Tom at (313)355-5530.
Universal Underwriters Group
300 Galleria Office Centre
Southfield, MI. 48034
Equal Opportunity Employer M/F

CLERICAL
Small company in Northwest Detroit, General Office work. Typing, filing, light bookkeeping, receptionist, phones. Call Susan 834-3388

clerical

TEMPORARY STAFFING SERVICES
The University of Michigan
We have immediate openings for Secretaries and Clerks who type 50 wpm. We have a wide variety of assignments and are looking for the special person who enjoys a college campus. Entry level positions at $5 an hour minimum. Salary dependent upon your skills and the position.
Call 764-7280 to schedule an interview or apply at:
THE UNIVERSITY OF MICHIGAN
Employment Services
2031 Admin. Service Bldg.
Corner of Hoover & Green Sts.
Ann Arbor, MI., 48109-1432
A non-discriminatory, affirmative action employer

CLERICAL/WORDPROCESSING
International Fortune 500 firm is hiring part-time people for clerical position, including wordprocessing. Call for interview Mon-Fri. Ask for Roberta Sarnicki 261-4440

COMPUTER OPERATOR
Entry level position. Will train dependable person interested in pursuing a computer related career. IBM PC experience & flexible hours helpful. Send resume with salary requirements to: Whitlock Business Systems Inc., P.O. Box 71068, Madison Heights, Mich. 48071

CUSTOMER SERVICE CLERK
Entry level position available in Southfield company. Must have good organizational skills & pleasant phone manner. Send resume to: P.O. Box 300, Southfield MI 48037 or call 353-3311, ext. 217.

CLERKS
To assist in transporting patients, scheduling appointments, answering phones and maintaining records. 2 positions are available in our Radiology Department:
CAT SCAN - scheduled to work every Saturday, 7:30am-3:30pm and 1 day per week 2:30-9pm.
NUCLEAR MEDICINE - scheduled 27 hours per week; Mon. thru Fri. and every other Saturday, 7am-12 Noon.
Position requires some previous clerical experience, strong communication skills and an outgoing personality. You may apply in person or contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 4277
An Equal Opportunity Employer

CLERK TYPIST- for audit dept. Must type 55wpm., have 1 year experience, be familiar with Word Perfect. Send resume to: Ms. Zimmerman, CKH, 30100 Telegraph. Ste 222, Birmingham 48010

CLERK TYPIST
needed to type bills of lading & general correspondence & also answer telephone. Experienced with computer & accounting helpful. Reply to Box 212, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST - Variety of duties to make your day interesting. Typing payroll, reports, some accounting, receptionist. Apply in person. M & H Industries, 32500 Capital, Livonia.

COLLEGE STUDENTS
Now is the time to apply for Holiday break positions. We have long & short term assignments available in the W. suburban area.
• General Secretaries
• Word Processors
• Receptionists
• File Clerks
• Data Entry Operators
Call today for personal interview
MGM
Office Services
474-7766

CREDIT CLERK-National credit reporting service in need of general office help. Previous credit or mortgage experience required. Please call Miss Adams 476-8925

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. Non smoker. Send resume: Mrs. S. at Jobar, Inc., NEXUS of Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY CLERK
As a key individual in our dynamic customer service area your must be ambitious, very accurate & have a positive mental attitude to accept the increasing responsibility of this position. Data entry experience, typing 55wpm & familiarity of purchase order format is a must. Competitive hourly rate plus moderate overtime & a complete benefit package await your immediate response. Please forward resume to:
Attn. Customer Service Manager
PSI Hydraulics, 11900 Mayfield,
Livonia, MI 48150

DATA ENTRY Computer Operator
For busy distribution company. Experienced, accurate, attention to details; no smoking. Send resume to Mrs. S. at Jobar, Inc., 27150 W. 8 Mile, Southfield, MI 48034

DATA PROCESSING
An automotive related plastic injection molder is currently seeking part time/full time individuals for data processing clerks. The responsibilities will include: preparing shipping and billing documents, MRP generation, data base management, accounting and general office duties. Flexible hours: staffing requirements for this position are 8AM-11PM (afternoon shift preferred). The ideal candidate should have good clerical skills, be detail oriented and be able to work independently. Prior IBM system 36 and automotive background would be helpful (no programming required). Please send resume including salary history to: Lindsay & Pavelich, 8595 Ronda, Canton, MI., 48187, Attn: Personnel Department

DATA ENTRY
Part time, 25-30 hrs. per week. Light office work as well. No experience necessary if you have typing skills. Will train. Flexible schedule. Starting salary $4.75 per hr.
Call Pat 421-8810
Willsie Cap & Gown

DATA ENTRY
Wanted part-time, nights & weekends. Apply in person: Art Van, 29905 7 Mile Rd., Livonia.

DATA PROCESSING IBM 36
Data entry experience required preferably on a system larger than a PC. Math and accounting a must. Related college courses preferred, but a degree is not necessary. Call Donna: 478-0100

DISPATCHER
Computer experience helpful. Full time for office in Farmington Hills. Call 478-7703

DIVERSIFIED COMPANY-Franklin location needs financial secretary, bookkeeping thru trail blance accurate typing, full time. Good salary, room for growth. 855-5466

EMPLOYMENT CONSULTANT
We are a highly successful employment agency with an immediate opening in our Livonia office. If you have some sales, office experience & enjoy a fast paced challenging career, this is an excellent opportunity for you. Call today.
Permanent Staff
591-2221

ENTRY LEVEL POSITION
for detail-oriented, organized & dependable individual. Qualified applicants will possess some general office, typing skills, pleasant telephone manner and the ability to work in a busy non-smoking office. Varied job tasks will include being in charge of regular mailings, assisting Regional Managers & Field Employees, placing ads, etc., $6.00 an hour. Full benefits included. Send resume to:
P.M., 132 N. Woodward Ave.,
Birmingham, MI. 48009

ESTIMATOR
Commercial interior design firm located in Plymouth desires highly motivated estimator for quotation department. A minimum of 2 years experience with construction trades or custom manufacturing a must. Accounting and computer fluency a plus! Full benefit package. Salary commensurate with experience. Resume to Box 908 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Farmington Hills finance company needs secretary for president. Must be personable and have excellent typing skills, shorthand helpful. Salary to commensurate with experience. Send resume to: Personnel, 40420 Ivywood, Plymouth, MI 48170.

EXECUTIVE SECRETARY
Immediate opening for Executive Secretary to report to president and vice-president of fast growing Dental Plan. Job requirements: minimum 5 yrs. of experience, exceptional management and organizational skills. Must have shorthand, dictation and typing skills of at least 80WPM.-MultiMate or Word Star word processing skills a must. Send resume to: Personnel, 2000 Town Center, Suite 2200, Southfield, Mich., 48075

EXECUTIVE SECRETARY
Needed to assist "perfectionist" president of Southfield Corporation. Must be flexible on overtime and attentive of details. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

EXECUTIVE SECRETARY for Birmingham based real estate development & management company. Skills must include Word Perfect, Lotus & shorthand experience. Excellent benefits provided. Send resume to: H. W. Goddard, P O Box 1120, Birmingham, MI 48012

FILE ROOM/ GENERAL MAINTENANCE
Person needed for manufacturing company. Responsible for mail delivery, filing, general maintenance of supply and storage areas, some building maintenance, and switchboard relief. Must be dependable, have office experience and be able to lift and push. Send resume to: Moco Thermal Industries, P.O. Box 336, Romulus, MI 48174. Attention D.M. Rable.

FRIENDLY, OUTGOING individuals to service clients in a weight loss center, part time, mornings or evenings until 7:30pm. $6 an hour. Livonia 462-0990

EXTRA CASH
It's time to start shopping for the holidays & we have the way for file clerks, receptionists with heavy phone experience, word processors, executive secretaries, & 10 key operators.
Short Term - Long Term
Your Terms
Temporary placement is our permanent concern. Please Call:
J Martin Victor Temporaries
38215 W 10 Mile, between Halstead & Haggerty, (next door to Wendy's)
474-8722

FULL TIME - desk top Publishing on Apple computer, pay commensurate with experience. 424-8454

FULL TIME, EXPERIENCED Legal Secretary with litigation experience. Good pay and benefits. Send resume and salary history to: Attn. Robin, at Miller & Lemberg, P.C., 30700 Telegraph, Suite 2501, Birmingham, MI 48010

FULL TIME/PART TIME
General Office with sales ability and public contact experience. Ask for Mr. Cone, 644-6645

GENERAL BOOKKEEPER - High school graduate with previous bookkeeping experience &/or equivalent course work in accounting. Knowledge of data processing procedures & PC experience preferred. Send resume & salary requirements to: Farmington Public Schools, 32500 Shiawassee, Farmington, 48024. Attention Sandy Weir. Deadline for applications Nov. 28

GENERAL CLERICAL POSITION
Must type at least 45 WPM. Test will be given. $5 an hr. Send resume to Office Manager, 21651 Melrose, Southfield, MI., 48075.

GENERAL CLERICAL
Full or part time - typing, filing, general office duties. Detail & customer oriented with good phone skills. Apply in person or send resume to: Hammell Music, 15630 Middlebelt, Livonia MI 48154 (2 blks. N. of 5 Mile).

General Clerical
$4-$5/HOUR
Needed for Dearborn, Troy & Southfield areas.
Call CONTEMPRA TODAY!
563-5900

GENERAL OFFICE
Permanent full time position available immediately at Livonia based company. Candidates must have knowledge of basic office procedures, type 50wpm, & be familiar with computers. An understanding of legal terminology helpful but not necessary. Submit resume with salary requirements to: J. Egan, 37519 Schoolcraft Rd., Livonia, MI 48150

GENERAL Data Entry, Typist, Secretaries, full and part-time. Type 50-60 WPM, light shorthand helpful. Busy office, many benefits. Free training on IBM System 36. Apply in person at: 32975 Schoolcraft, Livonia.

GENERAL OFFICE - Answer phones, interest in nutrition helpful. Bloomfield Hills. Full time position. 334-4990

GENERAL OFFICE - Individual with high quality typing & organizational skills, for rapidly growing firm. Excellent compensation. 455-9911

GENERAL OFFICE CLERK - Needed for large downtown office. Typing skills required. Send resume with salary history to: Box 192, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE for small Bloomfield Hills firm. Receptionist/typing/basic computer work. Requires responsible, think-on-your-feet type person. Send resume & salary requirements to P. O. Box 7503, Bloomfield Hills, MI., 48302-7503.

GENERAL OFFICE CLERK needed full time, good typing skills, excellent benefits. Send resume or call between 3-5pm 350-8549. General Information Services, 26400 Lahser Rd, Suite 225, Southfield, MI 48034

GENERAL OFFICE
General office skills required in a well established Livonia retail store to run a 2 person office. Must be detail oriented and well organized. Friendly working atmosphere. Contact Nancy between 9am-2pm at: 522-0206

GENERAL OFFICE
Responsible individual for small Bloomfield Hills law firm. Typing & light bookkeeping, etc. 258-4883

GENERAL OFFICE
light typing, filing & billing. Part time - 20 hours. Call Mon. thru Fri., 3pm-5pm. at 355-1145

GENERAL OFFICE - experienced person for industrial office in Farmington Hills. Some knowledge of inventory control, production scheduling, inside sales & customer contact useful. Typing & use of computer required, good benefits & paid vacation provided. Salary commensurate with background. For interview call between 9am-3pm Mon. thru Thurs. 471-2300

GENERAL OFFICE CLERK
Full time clerical position available with wholesale hardware & appliance distributor. Office located in Farmington Hills, 10 Mile & Grand River area. Call 471-6500

INSURANCE
Home office of Livonia insurance company has immediate full time openings for:
Office Clericals
Benefits Analysts
(Experienced)
Competitive salaries, 4½ day work week, company paid fringe benefits including health insurance, paid holidays & vacations. Call:
591-4690
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-12noon

Win Two Tickets
To A

University Of Detroit Basketball Game

Here's How To Win:

Send your name and address, including your zip code, on a postcard addressed to:

U of D Basketball
Observer & Eccentric Newspapers
36251 Schoolcraft Road
Livonia, Michigan 48150
One Entry Per Family Please

We'll impartially draw names of winners from your entries. Watch the Detroit Titans and watch your hometown newspapers classified sections, where we will print the winners names.

If you find your name among the classified advertisements, call 591-2300 ext. 404, and claim your tickets. It's as easy as that! Monday winners must call by 5 P.M., Thursday winners must call by 5 P.M. Friday. (Sorry, no date substitutions.)

Another good reason to read
The
Observer & Eccentric classified ads

644-1070 Oakland County
591-0900 Wayne County
852-3222 Rochester

HOME & SERVICE GUIDE

DEADLINES: 4 P.M. TUESDAY FOR THURSDAY EDITION / 4 P.M. FRIDAY FOR MONDAY EDITION

96 Garages

GARAGE DOORS
Steel Entrance Doors
Guaranteed to beat your best deal or we'll give you a garage door opener FREE!
Save money, call us LAST!
New & Used Parts Ins. Work
SHAMROCK DOOR CO. 534-4653

97 Garage Door Repair

BOTTOM EDGE RUST REMOVED
New galvanized metal installed with weatherstrip, saves replacement. Arms, springs, rollers, etc. installed 2 Yr. Guarantee Prof. Results SAVE-A-DOOR, INC 295-3667

99 Gutters

AAA GUTTERS
Cleaned, installed, repaired. Roof leaks. Honest - dependable. 9 to 9. 7 days. 562-8078

ALUMINUM GUTTERS - SIDING & TRIM 25 years experience. Work myself. Free estimates.
Call Bob: 478-5637 or 474-1425

AFFORDABLE GUTTER SERVICE
Gutters cleaned, screened, repaired & replaced. Short notice service.
☆ 471-4717 ☆

CLEANING
REPAIRS, NEW, HEAT TAPES, SCREENING 471-2600

Cleaning Spc. $35
New, repairs, screened
DON • 645-6265

COMPLETE GUTTER WORK
Seamless, Aluminum & Galvanized Installed, Repairs & Cleaned
543-9196

DEPENDABLE
Gutter Cleaning Serv.
Reas rates, free est. Marty. 584-1025

LIVONIA GUTTER
Fall Cleaning Special
Average House $30.
477-3365

102 Handyman

A-1 REPAIR/IMPROVEMENTS
Rec Rooms, Decks, Plumbing, Electrical, Drywall. 14 years exp. Free Est. Quality work. 347-1344

DU-IT-ALL
Home care and improvement. Painting, drywall, plumbing, etc. Phone anytime: 669-4507

D.J. HANDYMEN
Electrical, Plumbing
Kitchen & Bath, Remodeling. Reasonable. Free Est. 535-8474

ED'S HANDYMAN SERVICE. Roofing, painting, and carpentry. Any household problem. Free estimates. 20 years experience. 855-3841

AAA1 HANDYMAN - All types work done. Clean, dependable and honest. Plumbing a specialty. Senior discount. 545-1819

HANDYMAN JACK
General home repair
Including: Electrical, Plumbing
Caulking, etc. 737-6290

ONE STOP SERVICE
Furnace Cleaning. Major appliances. Faucet Leaks, Painting, Parts & Labor Guar. Phone Burt, 544-1278

Retired Handyman
All types of work. 471-3729

105 Hauling

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. 547-2764 or 559-8138

AAA
LIGHT HAULING - TRASH removal
Clean-ups - Small moving jobs
Oakland County. For BEST PRICES
Call Rob: 545-3750

GENERAL HAULING
Inside & outside clean-ups, trash to broken concrete. Small Jobs, 1 Day Service. Call anytime, 537-9275

TAKE - AWAY - TRASH
All kinds of rubbish hauled
Birmingham, Troy & Bloomfield area
Call Fred 334-2379

108 Heating & Cooling

ACTION AIR
Heating & Cooling
Custom Sheet Metal
Service & Installation
261-5508

AIR SYSTEMS
CUSTOM INSTALLATIONS
All Furnace Repairs!
Discount Prices! 471-0687

ALL & ALL SERVICE
Heating, cooling, refrigeration.
Lic. • All work guar. 398-8068

110 Housecleaning

AMERICAN MAIDS, INC.
Fully insured & Bonded. Weekly, bi-weekly or for special occasions. Professional Maid Service - "Like you would if you had the time".
Call for a free estimate 855-1849

CALL TY-D MAIDS
House Cleaning Service
Bonded, insured, supervised
$5 off of first cleaning. 425-2259

CLEANING
Complete, supervised cleaning "The European Way" for home & office. Ins., bonded. S.C.C. Inc. 548-9044

COMPLETE HOME MAINTENANCE
We clean walls, windows, floors, gutters, also indoor/outdoor repairs. Reasonable. 532-8008

HOUSECLEANING - experienced, dependable, personal touch, reasonable price. Non-smoker. Free estimates. Call Moon. 828-0282

129 Landscaping

GCL
Lanscaping, grading, patios, walks, retaining walls, sod, trees & shrubs.
357-0447

G & G GRADING
Back filling & hauling.
Oakland & Wayne County area.
477-2805

135 Lawn Maintenance

FALL CLEANUP
GUTTER CLEANING
Call for estimates on fall cleanup. Gutter cleaning 13-15¢ per ft. plus service charge. GREEN RANGER LANDSCAPING 453-6353

FALL CLEANUPS • GUTTER Cleaning, Snow Removal & Lawn Maintenance. Northwest Lawn Service. 478-3434

NEED YOUR LEAVES CLEANED UP? Shrubs trimmed? Call Outlers Landscaping for an immediate response. 626-7842

150 Moving & Storage

AFFORDABLE MOVING
House, apartment, office.
Florida weekly. West Coast, East Coast, etc. Hourly or flat rate.
Short notice service. 471-4717

BOS MOVING & SERVICE INC.
Any Size Job • Reasonable Rates
Short Notice Service
Free Estimate • Insured 682-9172

CARRINGTON MOVING
Dependable Service, Days & Weekends. Local & Long Distance
LOW RATES 538-3055

INDEPENDENT MOVING
Free Estimates. Insured.
License #MPSC L-19876
Courteous, Careful & Competent
Low Rates. 548-0125

MOORES
MOVING & STORAGE
Apartment, home & office
$38 per hour 399-1159

165 Painting & Decorating

I'LL FRESHEN UP
THE INTERIOR OF YOUR HOME
FOR A FAIR PRICE!
22 YRS. EXP. 584-6249

AAA
QUALITY PAINTING
Custom Interior Painting Done Professionally. We Have 14 Years Experience And We Guarantee Your Satisfaction. Brighten Your Living Environment During The Winter Months. Take Advantage Of The 10% Discount Now Being Offered And Call For Your Free Estimate.
683-4270

A BETTER JOB ...
... REASONABLE RATES
SHUR PAINTING
Interior - Exterior Staining
Drywall Finishing &
Spray Textured Ceilings
Paper Hanging & Removal
Aluminum Siding Refinishing
Your Satisfaction guaranteed, with a 3 yr. written warranty
FREE Appraisal 421-2241

ACTION PAINTING
Interior - Exterior
Drywall & Plaster
Spray Textured Ceilings
Paper Hanging & Removal
Interior & Exterior Staining
Disc.-Sr. Citizens & New Move Ins
Quality Work & Free Est.
At Affordable Prices
423-5112 585-5558

Fantastic Prices
50% Off
INTERIOR • EXTERIOR
LOWEST PRICES-BEST WORK
COMPLETELY INSURED
All work fully guaranteed
FREE ESTIMATES
425-9805 • 229-9885
• 887-7498 •

CALO'S
Custom Int. Painting/Wallpapering.
HOLIDAY Discounts Start Today!
We guarantee satisfaction! Free Est.
478-4398
Give your home a new look for the
☆☆ HOLIDAYS ☆☆

165 Painting & Decorating

CUSTOM PAINTING
Interior & Exterior. Paperhanging. Plaster repair. References. R. Wichert. FREE EST. 528-2181

EDD'S CUSTOM PAINTING
Residential homes & condo's
Top quality paints & service
Clean, neat & prompt
References metro-area
Since 1969. 532-6978

European Touch
WALLPAPER - PAINTING
WE DO IT ALL!!
FREE ESTIMATES INSURED
641-7766

FAUX MARBLE
& other finishes
Contract Glass, Inc. 647-4910

FINEST QUALITY PAINTING & STAINING
• Neat & Conscientious
• Color Matching/Coordinating
• Faux Decorative Finishes
• Drywall/Plaster Repair
• Spray Textured Ceilings
• Quality Materials
• Work Myself
Paint-N-Stain, Inc. 484-3883

HOME MAINTENANCE
Painting and general repairs.
Also wall and window cleaning.
Reasonable. 532-8008

INTERIOR/EXTERIOR PAINTING
& Wallpaper Removal. Repair plaster & drywall. Insured. References.
Call Mark: 398-2737

★ INTERIOR SPECIAL ★

COLOR PLUS PAINTING & DECORATING
Licensed • Insured
Quality Workmanship
References Available
Satine-Oils-Flats-Enamels
Reasonable Rates • Free Est.
474-2258 ★ 624-1772

KUSTOM PAINTING COMPANY
Specializing in custom interior painting and papering. Also exterior painting. Insured. 834-3768

LOW PRICES
PAINTING, PAPERING
Plastering, Repairs & Wallwashing
471-2600 or 835-8610

MASTER STROKE PAINTING CO.
Professional custom interior design, including:
• Painting/Wallpapering
• Wood Finishing/Antiquing
• Drywall Repair
• Textured Services
Friendly family business. 468-7107
Licensed • References • Free Est.

MEL CARMACK PAINTING CO.
Int./Ext. Res./Comm. Quality & Guar. Work/Ins. Owner-supervised
Call one of The Best! 425-1290

185 Painting & Decorating

M. GORELICK
Professional Painting-Decorating
Commercial & Decorative Spraying
Guaranteed. Licensed, Insured
474-0911

PAINTING by MICHAEL
Strictly highest quality interior. Specializing in staining, stucco, wallpaper removal. Free Est. 349-7400

PAINTING EXCELLENCE FOR 3 GENERATIONS
SPOONER PAINTING CO.
We offer professional quality work with top-line materials backed by a written guarantee of YOUR satisfaction. Of course we are licensed & insured for your protection. We can provide excellent references anywhere in the metro area. Sound too expensive? Absolutely not. Just ask our competitors. Let us prove it to you, call today for a free estimate.
669-6110
We appreciate your business

PAINTING
Interior, exterior & custom stained. Free estimates. Reasonable rates. Call Mike 722-2065

PAINTING, PLASTERING, Drywall, Wallpapering, professional work, 24 years experience, clean, work myself, Call Stevan 354-8245

POPOVICH Painting, Plastering & Wallpapering. Interior/exterior. Old. professional work, quality paint. Written free est. Steven, 354-8245

PRECISION PAINTING, INC.
• Interior/Exterior
• Commercial/Residential
• Staining • Power Washing
• Dry Wall • Plaster Repair
• Wallpapering/Removal
• References
445-6948

PROFESSIONAL PAINTING & Wallpapering. Plaster & Drywall repairs. Work guaranteed. Free Estimates. Call Bill Paschal 258-9633

QUALITY PAINTING
Thorough preparation.
Work Myself • Free Est. • Since 1967
EXPERIENCED IN FINE HOMES
Frank C. Farrugia, 540-7108

STEVE'S PAINTING SERVICE
Wood Staining-All types of painting
50% off
INTERIOR & EXTERIOR
15 Years Exp • Free Estimate
BONDED & INSURED
669-4975
540-7138 656-7370

21 Yrs. & Still Painting!
Fast & Neat! Mainly Res. If you want it done yesterday, call us! 478-6108

190 Piano Tuning Repair - Refinishing

PIANO TUNING BY
JOHN McCRACKEN
Compl. repair, rebuild., refinishing.
Mon-Fri 9-8; Sat-Sun 9-5; 357-4088

200 Plastering

AA SPECIALIST in small water damage & plaster repairs. 35 years experience. Clean. Work myself. Licensed. Call Roy 459-7197

ALL PLASTERING
WATER DAMAGE, PAINT PEEL & DRYWALL REPAIRS. LICENSED.
422-9384 348-2951

BALLERINI PLASTERING
Plastering, drywall, texture work & paint peels. New & repair. 35 yrs exp. Exc ref. Free est. Insured. Call Sal. 435-7416

LOW PRICES
Water damage, ins. work, plastering, painting, repairs. 471-2600

PLASTERING & DRYWALL
Repairs, additions, new work
All work guaranteed
State Lic. 348-2447. 474-0727

215 Plumbing

ABLE PLUMBER
CALL - JIM: 421-7433
15 Yrs. experience. Low prices!
Dependable/prompt! Sr. Disc.

ACE PLUMBING - repairs/installation. Resid'l & Comm. Lic. & Ins., 24 hr. service, 7 days & holidays. Appt. made within minutes 425-4558

AL'S HOME REPAIR SERVICE. Free Est. No Service Charge. Faucets repaired or replaced. Dishwashers, Hot water tanks & all small plumbing repairs. 533-3192

GARRAITT PLUMBING - Complete plumbing & drain service. A.D.C. work welcome. 24 hours service. Free estimates, licensed. 443-8831

GARY'S PLUMBING
Licensed. All Types of Plumbing Work. New, Repair or Remodeling.
453-0010

PLUMBING UNLIMITED
All Work Done Professionally
Call us for fast, friendly service for all your plumbing needs. Water heaters, sewer & drain cleaning, sump pumps, garbage disposers. All repairs & replacements.

INSURED FOR YOUR PROTECTION
LICENSED MASTER PLUMBER
Visa & Mastercard accepted.
Greg Melvin 421-8268

PLUMBING WORK DONE
Reasonable rates. Fast service.
No job too small.
274-2480

WHY PAY MORE for all plumbing needs? New & remodeled bathrooms, water pipe changes, high efficiency furnaces & air conditioners. Call Tom 278-3783

229 Refrigeration

REFRIGERATION SERVICE
Electrical Repairs, Furnace Repair. Residential and Commercial. 24 Hour Service 348-3047

233 Roofing

AAA QUALITY ROOFING
New, Reroofs, Tear-offs
Comm. Res. Repairs, Lic. & Ins. WOLVERINE ROOFING. 937-1724

ALL ROOF LEAKS STOPPED
NEW ROOFS, Seamless Gutters Vents, Flashing, Drip Ledge, Valleys. Guaranteed, References, Free Est. Licensed. 326-3733.

233 Roofing

APEX ROOFING - Quality work completed with pride. Lic. Family owned. Fair prices. Memb. of BBB. Days: 855-7223 Eves: 478-6084

A. VELASCO ROOFING
New roofs, re-roofs, tear-offs. Flat roof specialists. Lic. & Ins. All work guaranteed. Ins. work. 425-4830

B & L ROOFING - New - Repairs! Tear-offs - A Specialty! Gutters, Vents No job too big or small. 534-5334 • Free Est. • 937-8139

KEN'S ROOFING
New, re-roof & tear-offs,
valley repairs. Guaranteed work.
Free estimates. Insured. 427-5114

LOW PRICES
New & repair. Shingles, flat tarring, cedar, gutters & related carpentry. Insurance work. 471-2600

MASTER ROOFER
All problems solved professionally
Guaranteed immediate service
476-4039

PAT'S ROOFING OF LIVONIA
Specializing in residential roofing, flat roofs & repairs. Guaranteed to stop any leaks. 477-3365

ROOFING
● TEAR-OFFS
● RE-ROOFS
● LEAKS...$45
"Deal With Owner"
Cagle & Sons - 645-6265

237 Septic Tanks

DAILEY & DAILEY CONSTRUCTION
Water, Sewers & Septic Fields Installed. New & Repairs.
Larry: 474-8337

245 Sewing Machine Repair

ANY BRAND TUNED UP
IN YOUR HOME - FOR ONLY $8.50
Free Est. If Additional Work Needed
SEW PRO, INC. 443-1990

253 Snow Removal

BOB'S LANDSCAPING
Snow plowing & Salting Comm./Res. Parking lots, Subdivisions, Driveways. Insured. 525-3183

COMMERCIAL & RESIDENTIAL
Parking lots, driveways. Free estimates. Call Weber Construction:
852-2880 852-7150

COMMERCIAL & RESIDENTIAL SNOW REMOVAL
Other Landscape Needs.
Northwest Lawn Service: 478-3434

★ DIVERSIFIED SNOWPLOWING ★
Commercial, Residential
Streets, Driveways & Subdivisions.
24 Hour Service
535-8066 531-2116

HACKER SERVICES
SNOW PLOWING
RES. & COMM.
QUALITY SERVICE SINCE 1946
CALL: 474-6614

LaCOURE LANDSCAPE Services
Comm'l. snow plowing & salting. Irrigation systems installed & repaired. Trees & shrubs planted. Custom landscape. Retaining walls built. Sod. Std. 354-3213; 459-8858

SNOW PLOWING
MR. ODD JOB
Birmingham, Bloomfield, Troy.
Call 24 Hrs., 689-6468-4036

253 Snow Removal

SNOW REMOVAL
Comm. parking lots. Large Res. driveways. Salting available. Dependable 24 hr. service. Livonia, Westland & Farmington. 522-6532

YANKEE'S LANDSCAPING- Res. & Comm. Snow plowing. Dependable & Ins. Serving Farmington/Southfield area. Leave Message: 355-4561

261 TV - VCR Radio - CB

★ TV - VCR REPAIR ★
In home service
Free pick-up & delivery.
Lic. - Sr. Discounts. 21 yrs. exp.
7 days - Mike 756-8317

269 Tile Work

ACE TILERS EXTRAORDINAIRE
Tile, marble, re-grout, repair
Reasonable prices, references, free est. Call Lee anytime 729-1785

ALL CERAMIC
Leaky showers, re-grout, repairs & install. Complete bath remodeling. Work Guar. 30 years Exp. 477-7813

J. B. TILE COMPANY
QUALITY CERAMIC TILE
Fully Licensed & Insured
For Estimates, call Jim 528-4840

LINCOLN TILE - Quality ceramic & marble. Since 1970. We specialize in floors. Lic. #079887, Free Est. Call Dave at 585-4774

CERAMIC TILE
Kitchens, Bathrooms, Foyers
Repairs. Free Est. 543-0648

CHUCK TARR TILE & MARBLE
Comm'l, res., remodel & repair, 15 yrs exp. Exc work, ref, ins. Free est. Call-leave message. 534-3494

273 Tree Service

A - 1 CONNOLLY TREE SERVICE
Tree Removal, Trimming, Stump Removal & Land Clearing. Ins. - Free Est. 482-8517

AAAA NATIONAL TREE & STUMP
Removal, Trimming, Topping
INSURANCE - LOW RATES
326-0671 If no answer - 537-3479

STUMP REMOVAL
No yard damage, bushes removed, clean-up & landscape available. Free Est. Gerry Lyon. 628-4129

G & F TREE SERVICE
Very Reasonable rates. Free estimates. Insured. 10 years experience. 471-7211

PAUL BUNYAN TREE SERVICE
Trimming, Tree & Stump Removal. Lic.-Ins. Sr. Citizen disc. Free est. Workmen's Comp.....937-3888

SCHILBE TREE CARE
Trimming & Removal. Dead-wooding & Cabling. Stump Removal. 17 Yrs. Experience. Fully Insured. Senior Citizen Discount. 565-3082

277 Upholstery

KIM'S UPHOLSTERING
Serving the Community
For over 30 Yrs.
Re-upholstering &
Custom Upholstering
COMMERCIAL RESIDENTIAL
Visa & MC Welcome
FREE IN-HOME ESTIMATES
427-5140

277 Upholstery

J.C.'S UPHOLSTERING
Home & office furniture, boat interiors, furniture repair. Free Estimates.
421-7748

MICHIGAN NUMBER 1 Quality Upholsterers. Fast service. Low prices! Free in home estimate. Serving the Tri County area 358-4527

PRINZ UPHOLSTERY
Commercial - Residential
Home, office, auto & marine
352-3839

284 Wallpapering

A BETTER JOB...
WALLPAPERING & PAINTING
Paper Stripping Plaster Repairs
Excellent References
15 Yrs. Exp., Lic. Don: 348-0640

All Right It's Time To Do It Right
WALL TO WALL COVERING
Joan: 420-2724
Ruth: 624-8545

GENE HUBBUCK
Painting & Wallpapering
478-6310 Or 851-0666

LOW PRICES
Papering, Removal, Painting, Plastering, related repairs 471-2600

WALLPAPER HANGER
Fast results & quality work.
Maragel Hartman 625-9286

WALLPAPERING & PAINTING. Quality workmanship, residential & commercial and references. Jackie 981-4743 Sherry 757-0657

WALLPAPER REMOVAL
INSURED
ARNOLD GOLDIN 356-0490

285 Wall Washing

BILL'S Walls, Windows, Carpets Cleaned, Painting. Very reasonable. Insured. Free Estimates. 585-2243

LOW PRICES-GOOD WORK - Wallwashing, window & rug cleaning. Painting. All types of repairs. Handyman. 471-2600, 835-8610

287 Windows

AAFFORDABLE QUALITY REPLACEMENT WINDOWS
Vinyl Windows, Maintenance-free wood windows. Free Est. Refer. Lic/Ins. DTL Enterprises. 425-[illegible]

A FAMILY BUSINESS
WINDOWS
PELLA or VINYL
Winter Install. - Lic & Ins
Ron Dugas Building 421-[illegible]

CLEANING
CAULKING, REPAIRS - Anything concerning Windows. 471-[illegible]

SUNSHINE WINDOW CLEANING
Specializing in residential. Monthly & bi-monthly rates. $30. complete exterior. Free Est. [illegible]

WINDOW CLEANING
Screens Removed - Storms Put-up
Monthly Rates - Free Estimates
A-OK WINDOW CLEANING
775-1880

WOOD/VINYL WINDOWS - doorwalls, siding, trim, doors, kitchens and baths. Free Estimates. Licensed. [illegible]