EMPLOYMENT

504 Help Wanted Office-Clerical

ADMITTING CLERK
Bulk input - full time, $4/Michigan Ave. Hourly/union/health. Contact Mr. Brown 831-8700

EXECUTIVE SECRETARY
Growing Birmingham area custom builder and real estate development firm seeking congenial, responsible and motivated individual. Construction and/or real estate background, accounting, Lotus and WordPerfect skills desirable. Send resume with salary requirements to: PROC, Box 1000, 1249 Tallwood Rd., Birmingham, MI 48025.

EXPERIENCED LEGAL
Secretary for Plymouth Law Firm. Full-time. Call, 459-0080 for interview.

FAST PACED OFFICE looking for full time Clerical Help. Must have ability to do detailed work at one time. Typing, filing, word processing and phones. Some experience helpful necessary. Please send resume with salary requirements and references to: P.O. Box 0194, Drayton Plains, Mich., 48330-0194

FAST PACED Southfield leasing corp. looking for exceptional/seasoned clerk. Excellent phone and typing skills a must. Pleasant working atmosphere. 557-7900

GENERAL OFFICE - PART TIME
Mon thru Fri., 1:30-6:30pm. Typing necessary. Plymouth area. Ask for Sherri. 459-8797

GENERAL OFFICE
Application/typing 8 hours, Mon thru Fri. Answer phones, data entry. Must be a people friendly non-smoker. For appointment call Becker Business Forms. 349-7898

GENERAL OFFICE
Livonia distributor seeks detail & customer oriented individual with good people skills. Will train. Busy front desk. Typing required. Some data entry preferred. Send resume including salary history to: P.O. Box 8115, Livonia, MI 48151.

GENERAL OFFICE - Farmington Hills manufacturer has opening for pleasing personality with clerical/secretary/receptionist position. Individual's full time responsibilities background preferred. Type 40-50 wpm. Skilled with computer, with office experience. Salary, 40 hours weekly. Salary negotiable, benefits, paid vacations & holidays. Call Mon. thru Thurs. between 9-3 473-8300

GENERAL OFFICE HELP
Will train. Light person. Flexible hours. Call after 2pm 328-5444

GENERAL OFFICE - LIVONIA
Medical Health Clinic
Part-time days
464-5220

JUNIOR SECRETARY
Choice opportunity to develop your secretarial experience. At least 45 wpm typing and 50 WPM.
Call Gail at UNIFORCE 473-2935

LEASING AGENT - experienced for age, economic, or family housing. Typing, detail & work in a competitive position. Call 2pm-4:30pm 425-0141

LARGE NATIONAL video distributor has a full time position available for a detail oriented self starter with organizational skills & typing ability. Will work with Sales Manager & Advertising Co-ordinator. Must enjoy working with customers & vendors. Call Karen & Associates, 3155 W. Big Beaver, Suite 119, Troy, MI 48084.

LEGAL SECRETARY - Southfield
Bloomfield Magistrate firm. Must have high skills and word processing experience. Firm working conditions. Salary commensurate. 354-8644

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

LEGAL SECRETARY
Experienced, excellent typing and grammar skills, WordPerfect 5.1. Call for Kathie 540-3366

504 Help Wanted Office-Clerical

GENERAL OFFICE
Major Livonia manufacturer has opening for receptionist with Rolm or Dimension experience.
To $7.50/hr. Call Rose at UNIFORCE 473-2931

GENERAL OFFICE
Fast-paced N.W. Detroit Real Estate seeks responsible individual for diversified clerical position. Accurate typing & clear phone voice a must. Contact Jean: 537-5800

HUMAN RESOURCE - Operations
Full-time, Sat. 10am-7pm, Typing 65 wpm, clerical experience. Salary commensurate with experience. Send resume to: PO Box #195, Clawson, MI 48017

LEGAL SECRETARIES
Permanent & Temporary
Professional, Confidential
MANY OPPORTUNITIES AVAILABLE
Downtown & Suburbs
EXPRESS SERVICES
643-8560

LEGAL SECRETARY - Southfield. Full or part time. Personal injury/general practice. WordPerfect 4.0. Some experience. 661-5455

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Let our 30 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE MARK OF QUALITY Secretaries.
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HILLSTROM & ROSS AGENCY, INC.
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LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-County.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430

LEGAL SECRETARY for Southfield insurance defense firm. Experience required. Excellent typing skills and PC necessary. Wordperfect a plus. Call Donna 352-8580

LEGAL SECRETARY, Southfield, personal injury/general practice. Realtor hours, full time or part time. Excellent benefits. Salary negotiable. Not necessary. Joe 354-4490

LEGAL SECRETARY
For Ann Arbor law firm, we're looking for a highly organized individual with 1-3 yrs. legal experience. Must have excellent typing & communication skills. Call Administrator, 259-8300

LEGAL SECRETARY/Receptionist - Full or part time. Excellent phone manner, English skills a must. Wordperfect and legal knowledge a plus. Send resume to:
Carl Corbin & Associates, 3155 W. Big Beaver, Suite 119, Troy, MI 48084.

LEGAL SECRETARY - Southfield
Bloomfield Magistrate firm. Must have high skills and wordprocessing experience. Firm working conditions. Salary commensurate. 354-8644

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

504 Help Wanted Office-Clerical

LEGAL
- Corporate Legal Departments
- Temporary - Long or Short Term
- Permanent Positions
- Temporary to Permanent

PERSONNEL AT LAW
UPTOWN: 358-0060
DOWNTOWN: 964-2909

LEGAL SECRETARY
Prestigious Detroit law firm seeks legal secretary with minimum 3 years experience, good communication/organizational skills & WordPerfect. Shorthand a plus. Salary negotiable, good benefits. Reply to: Box 418, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Southfield Insurance Company seeks hard working, bright and motivated individual to assist corporate counsel. Candidate must have 1 yr. legal experience.
Insurance background preferred. Non smokers only apply. Send resume to:
Legal Secretary
P.O. Box 5087
Southfield, MI., 48037

LEGAL SECRETARY for Southfield personal injury firm with at least 2 yrs. legal exp. Salary commensurate. Must have wordPerfect experience. $21,000 to $25,000 plus benefits. Call 352-7777

LEGAL SECRETARY
Bloomfield Hills law firm seeks an experienced Legal Secretary. Candidate must demonstrate minimum 80 wpm, accurate typing, word processing proficiency, dictaphone experience, effective oral and written communication skills and an ability to work in a team environment. Non-smoking office. Wordperfect a plus. Send resumes to: Hiring Coordinator, 1532, N. Woodward, Suite 250, Bloomfield Hills, MI., 48304.

LOOKING FOR experienced person on a Macintosh system using Microsoft Word. Please call MGM SERVICES. 589-9660

MESSENGER for prestigious Bloomfield law firm. Must have valid driver's license & good references. Excellent benefits. Call Ruth, 643-8590
EXPRESS PERSONNEL

Needed.
LONG TERM ASSIGNMENTS
in Auburn Hills area. Word Processors, Experienced Typists, Switchboard Operators. Top $$. 852-8232
TEMPS BY SCOTT

OFFICE CLERK for Farmington Hills law firm. Filing, reception, mileage & copying are some of the varied duties. Good organizational skills & attention to detail needed. Work in attractive offices with friendly people. Full time, excellent benefits. Send resume or letter of application to: P O Box 9037, Farmington Hills, MI 48333

PART TIME - Clerical. Phones, typing, filing and misc. No benefits. Madison Heights. Call Pam for interview. 544-4161

OFFICE HELP - part time. Must be neat, dependable, good with figures. Apply at: Leary Furniture, 29055 Plymouth Rd., Livonia, between Inkster & Middlebelt. 427-8600

PART TIME CLERK for law firm, Southfield area. Flexible hours. Call Ms. Mack at 354-1550 between 8:30-10 AM.

RECEPTIONIST
Financial firm has excellent entry level opportunity in Birmingham. Must be able to work well under pressure and be dependable. Please send resume to: Box 460, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

LOOKING FOR
FULL TIME
RECEPTIONIST
DUTIES INCLUDE:
- Phone answering
- Light bookkeeping
- Wanting to work in a pleasant office atmosphere

Call for private, confidential interview
ASK FOR PAM OR JOANNE
522-3200

OFFICE CLERICAL
Northwest suburban firm seeks a dependable individual for an entry level position. Qualified candidate must be customer & team oriented with excellent telephone skills. Computer knowledge, Lotus 1-2-3 helpful. Salary negotiable. Excellent working conditions with good benefit package. Send resume to:
Office Clerical, P O Box 413, Farmington Hills, MI 48332-0413

We promote & drug-free environment. Substance abuse testing is part of the pre-employment process.
An Equal Opportunity Employer

Officewriter Wordprocessing
Use your excellent word processing experience and attention to detail in this prestigious advertising agency. To $8/hr. Call Bersey at UNIFORCE 337-0644

PAYROLL ASSISTANT
ENTRY LEVEL
Continuing Education with home care agency in Canton to assist with payroll. 1 to 2 days per week (Mon./Tues.). Accurate with skills & plenty of phone manners required. To apply call Marcy
981-8829

POSITIONS OPEN FOR:
- General Clerical (50 wpm, phones).
- Receptionist (65 wpm, 5-10 phone lines, must be professional).
- Word Processing (Word Perfect 5.1, Lotus 1,2,3, Display Write IV).
- Production Typist (must type accurately 65 wpm).

Call MGM SERVICES. 569-8660

FRONT DESK RECEPTIONIST needed for busy doctor's office. Neat, tactful, ambitious, friendly person to do patients and answer phone, etc. Must be flexible. Some evenings & Saturdays required. Send resume to: Mrs. Jud Cav, D.O. 818 Helen, Garden City, MI., 48135.

RECEPTIONIST
Fast & Wild & Crazy Office
Call Beth 442-8590

RECEPTIONIST/SECRETARY
Professional firm in Livonia has opening for a personable individual with excellent communication & phone skills, which must include telephone skills (WordPerfect 5.1 a real plus). Must have environment with good compensation - flexible hours, generous benefits. Send resume or letter of application to: P O Box 9037, Farmington Hills, MI 48333

RECEPTIONIST/SECRETARY
ENTRY LEVEL POSITION
Southfield law firm. For bright person with excellent telephone skills. Experience in word processing preferred. Full-time, benefits. Please call Mrs. Mack at 354-1550 between 8:30-10 AM.

RECEPTIONIST
Financial firm has excellent entry level opportunity in Birmingham. Must be able to work well under pressure and be dependable. Please send resume to: Box 460, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

RECEPTIONIST/CLERICAL
Must type, phone plus variety. Busy retail company, Plymouth area. Sussex Claire Ink., Recovery Unlimited, Inc., 17177 N. Laurel Park Dr., Suite 334, Livonia, MI 48152

RECEPTIONIST - Full time. Seeking responsible individual to handle phones, typing, & secretary duties and other clerical duties for multi product insurance agency. Send resume to: Lincoln Financial Group of Michigan, Attention: Personnel, 7655 Goodings Highway, Suite 206, Ypsilanti, MI 48197

RECEPTIONIST needed for Livonia law firm seeking person with best appearance and professional attitude. Full and part time positions available. If you're between 18-21 years old and a resident of Wayne County (not Detroit) please call for an appt. 464-1560
An Equal Opportunity Employer

RECEPTIONIST/PART TIME
For service facility. 30 hours/week. Apply weekdays at: Farmington Ford, 27000 Farmington Road or call: 476-2247

RECEPTIONIST
Unique opportunity for flush design firm for Rolm or Dimension experience. To $7.50/hr. Call Ruth at UNIFORCE 645-8001

RECEPTIONIST
For 3rd part administrator in Southfield. Must be detail oriented, great clients, open mail, perform data-entry. 112,000-$14,000. Call Bersey at UNIFORCE, P. O. Box 33056, Detroit, MI 48232

RECEPTIONIST - Ideal hours for the COLLEGE STUDENT. Good typing (Mon./Tues.). Accurate with skills & plenty of phone manners required. To apply call Marcy
981-8829

RECEPTIONIST for small Farmington Hills law firm. Experienced, manners & well organized individual needed for telephone, filing, some typing. Send resume and salary requirements to: Receptionist, P. O. Box 5071, Southfield, MI., 48037

RECEPTIONIST
For Next branch of private, non profit agency. Must have good clerical and organizational skills. Word processing experience a plus. Please forward resume to:
Personnel Office
117 Tors St.
Pontiac, MI 48341
An Equal Opportunity Employer

SECRETARY
International company has opening due to promotion. Must be proficient and type 65 wpm. Salary commensurate.
DIVERSIFIED RECRUITERS CO.
30445 Northwestern, Ste.100
Novi, MI 48377-3427
All Fees Co. Paid 344-6700

SECRETARY
International Plymouth firm needs WordPerfect and Lotus experience. To $8/hr. Call Sara at UNIFORCE 473-2932

SECRETARY
JUNIOR
Great opportunity for an individual with a minimum of 1 year general office experience to join our world-wide headquarters staff in Plymouth area. The individual will process purchase requisitions & purchase orders. Typing 50wpm & word processing experience desirable. Excellent benefit package & pleasant work environment. Apply to:
JUNIOR SECRETARY
P.O. BOX 2227
SOUTHFIELD, MI. 48037

SECRETARY NEEDED - Duties include: filing, phones, UPS labels, typing. Hours are Monday-Friday. If your looking for stove-paced job, this is not it. Salary DOE. Excellent medical, dental & paid vacations available. Call Ed: 462-8455

504 Help Wanted Office-Clerical

RESUME DATABASE COORDINATOR
New position exists for a Resume Database Coordinator for this fast paced employment service. Will be responsible for scanning resumes into computerized resume system and setting up/maintaining applicant database. Seeking self-motivated individual, must be well organized & extremely detail-oriented. Prior computer & database background required. Please send resume to:
TEC, 0991 Airport Industrial Dr., Ypsilanti, MI 48198.
Attn: "Resume Database Coordinator"

SALES ASSISTANT
Full time entry level, Livonia location. Previous experience in sales is preferred. Excellent math ability & 10 key calculator skills needed. Must have excellent communication skills. Salary to commensurate with experience. Send resume including salary requirements to: P.O. Box 5091, Southfield, MI 48086

SECRETARY
Excellent temporary to permanent position available in Plymouth. Must have WordPerfect experience 5.1, Lotus 1,2,3, Word Plus, Microsoft Windows, & Harvard Graphics/Presentract. Shorthand & plus phone skills required. Available. Call for appointment.
ARBOR TEMPS 459-1166

SECRETARY
Fast-paced Southfield property management company is seeking a bright, energetic person with excellent typing, filing and telephone skills. Send resume, salary requirements to: Secretary, P. O. Box 5071, Southfield, MI., 48037

SECRETARY
for Next branch of private, non profit agency. Must have good clerical and organizational skills. Word processing experience a plus. Please forward resume to:
Personnel Office
117 Tors St.
Pontiac, MI 48341
An Equal Opportunity Employer

SECRETARY
International company has opening due to promotion. Must be proficient and type 65 wpm. Salary commensurate.
DIVERSIFIED RECRUITERS CO.
30445 Northwestern, Ste.100
Novi, MI 48377-3427
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International Plymouth firm needs WordPerfect and Lotus experience. To $8/hr. Call Sara at UNIFORCE 473-2932

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Great opportunity for an individual with a minimum of 1 year general office experience to join our world-wide headquarters staff in Plymouth area. The individual will process purchase requisitions & purchase orders. Typing 50wpm & word processing experience desirable. Excellent benefit package & pleasant work environment. Apply to:
JUNIOR SECRETARY
P.O. BOX 2227
SOUTHFIELD, MI. 48037

SECRETARY NEEDED - Duties include: filing, phones, UPS labels, typing. Hours are Monday-Friday. If your looking for stove-paced job, this is not it. Salary DOE. Excellent medical, dental & paid vacations available. Call Ed: 462-8455

504 Help Wanted Office-Clerical

SALES SECRETARY
Douglas & Lomason Company, a major supplier to the domestic automotive industry, has an immediate opening for a secretary in the Sales Department. Position requires two years basic sales secretary experience including data input, Lotus 1-2-3 Symphony (20/20), word processing, typing 50 wpm, shorthand preferred, good telephone skills, data entry typing 60 w.p.m. Responsibilities include: Maintaining customer information and electronic spread sheet preparation, telephone coverage, filing, processing orders and record keeping. Please send resume and salary requirements to:
Personnel Department
Douglas & Lomason Company
24600 Halstead Dr.
Farmington Hills, MI 48335
An Equal Opportunity Employer

SECRETARY
Non profit organization seeks organized/responsible individual, with multi-faceted fund raising projects. Must be professional, have excellent and strong secretarial skills with working knowledge of WordPerfect & Lotus. Full benefits package. Send resume to Cystic Fibrosis Foundation, 20300 Civic Center Dr., 8304 Southfield, MI. 48076

SECRETARY/PART-TIME
Perfect Secretary with excellent WordPerfect & Lotus skills, needed for busy downtown Birmingham Real Estate firm. Flexible hours. Please send resume stating salary requirements with desired schedule to: Personnel Director, 250 S. Woodward, Ste. 201, Birmingham, MI. 48009-3383.

SECRETARY/PART TIME--
For busy real estate appraisal company in Farmington Hills. Duties include typing, filing, and telephone work. Knowledge of computers is necessary. Shorthand helpful, but not needed. Applicant must have A+, Plus, 2 nights a week. Alternate Saturday morning. Compensation depending on ability and experience. Send resume or call
Laura Hunter 261-4884

SECRETARY - Progressive Property Development & Management Company has immediate opening for full time secretarial position. Word processing, organizational and strong clerical skills a requirements. Lotus experience helpful. Brighton area. Please respond with salary requirement to: P.O. Box 40, Brighton MI. 48116

SECRETARY/
RECEPTIONIST
WordPerfect 5.1 proficiency, accounts receivable data entry experience, excellent phone skills required. Salary commensurate. Benefits. Resume to: Personnel, 20101 Fenkell, Detroit, MI 48223

SECRETARY/RECEPTIONIST
Farmington Hills manufacturer has opening for person with pleasing secretarial and phone skills. Must be able to meet public. Use of computer a small. Type 50-60 wpm. Prefer 3-4 years experience in manufacturing environment. Salary negotiable. Benefits. Paid holidays and vacations. Call Monday through Thursday, 9am-3pm. 472-8305

SECRETARY/RECEPTIONIST
Personable, disciplined, professional, perfectionist. Must have Macintosh experience. Call Marie at UTB, 17320 W. 12 Mile, Southfield, MI 48076, attention M.W. Dinda.

SECRETARY/RECEPTIONIST need in fast paced sales office. Word processing skills required, preferably on microsoft word. Excellent organizational skills & excellent phone manner a must. Send resume to: SMS Inc, 29433 Southfield Rd, Ste 213, Southfield, MI 48076.

504 Help Wanted Office-Clerical

SECRETARY
Non smoking company seeks sharp individual with good secretarial skills. Full time, Monday-Friday. P.O. Box 8047, Walled Lake MI 48390

SECRETARY - PART-TIME
Typing, filing, light bookkeeping. Must be able to work mornings starting at 9:30am. At least 60 wpm. Call Mon., Wed., or Fri. between 1:30-4:30. Southfield. 358-0404

SECRETARY/RECEPTIONIST
Bright professional, pleasant personality, excellent grammar, Lotus & WordPerfect. $18,500 per year and benefits. Send resume to:
NIKKA NIKA Ltd., 24800 Denso Drive, Southfield, MI., 48034.

SECRETARY RECEPTIONIST
Part time position. Must speak over the counter sales. Bookkeeping, billing, phones, some work. Call for interview 9:30-5:30pm. 652-1308

SECRETARY/RECEPTIONIST
For Southfield Medical Office. Hard Star familiarity preferred. Legal secretarial experience. Full benefits package including salary history to $1000 Telegraph Rd., Suite 110, Bingham Farms, MI. 48025.

SECRETARY/SALES SUPPORT
for long distance phone carrier. Must be able to type 50 wpm and have exp. $350/week to start. Send resume to: Telecommunications Inc., 8989 Chimney Hill, Suite 200, but not limited, MI 48322

SECRETARY to answer phones. Must have good communication skills. Full or part time.
357-3013

SECRETARY - TROY. Must have strong communication and word processing skills. We are swamped, phones. Must be customer service oriented. Call Gail
EXPRESS SERVICES

TELEMARKETING
HEDDUS HAIRPLACE SUPPORTS. Immediate position available. Exciting opportunity for experienced Telemarketer. Established accounts and cold calling. Minimum 2 years in sales necessary. Full time. Hourly/commission/benefits. Non smoking office. Send resume to: Box 40722, Detroit, MI 48240

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No Sales Involved
EXPRESS SERVICES
643-8590

TELEPHONE RECEPTIONIST
Temporary, for busy private school, Nov. 21-Feb. 19. Good telephone skills required. $6.00 per hour. Call Michelle at 258-8040

TEMPORARY - PART TIME
Clerical position with permanent part time possible. Must be available on short notice for 9-5 hours. Typing skill a must. Phone 352-7900, Fax 352-4540

TYPIST/RECEPTIONIST
Entry level position with small auto related company. Mail resume to: SMS Inc, 29433 Southfield Rd, Ste 213, Southfield, MI 48076

504 Help Wanted Office-Clerical

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- Experience necessary
- Weekly pay
- Call for Appointment

OLSTEN
Temporary Services
Ann Arbor Dearborn
Detroit Troy
Southfield
354-0555
EOE NO FEE

505 Help Wanted Food-Beverage

ABSOLUTELY the finest Italian restaurant, Ernesto's, needs sauté cooks, pastry chef, prep cook, waitress wage & benefits. Apply in person at: 41661 Plymouth Rd.

APPLICATIONS/APPOINTMENTS For Waitstaff, Host persons & Bartenders. Red Lobster, 24705 W. 12 Mile Rd., Southfield. Apply between 2 & 5. No phone calls please.

BANQUET FACILITY
In Livonia is hiring all positions: WAIT and BAR STAFF. Apply: 18300 Merriman between 6 & 7 Mon. Tues.

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

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ALCOA SIDING, Trim & GUTTERS
- Tread vinyl windows. Average. Reroofing & related work. Free estimates. METRO ALUMINUM/Front 474-4300

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Manufacturer. Specialist. Custom trim and seamless gutters. Free estimates. 427-2318

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ALL WORK GUARANTEED
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Washers, dryers, stoves, refrig., dishwashers. 464-7106 729-0294

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Century Asphalt Paving
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All phases of asphalt paving and repairs. Industrial/Res/Comm.
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ALL TYPES OF WATERPROOFING
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Free Estimates
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Chimney, porches, brick, block & steps, dropped walks relaved, roof leak repair, etc. 278-0669, 758-8583

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BRICK, BLOCK & CEMENT REPAIR
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Brick, Block, Chimneys, Porches, Fireplaces. Repair Specialist
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PORCHES CHIMNEYS
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- Patios
- Steps
- Coatings
- Porches
- Floors
- Waterproofing
- Small or large
- Residential
- Commercial
- Industrial
- Ref. efficient
- Licensed
- Insured

FREE ESTIMATE
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30 Bookkeeping Svc.

BOOKKEEPING SERVICES
Available for small businesses. Payroll, Taxes. Reasonable Rates. 421-1069

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● FALL SPECIAL ●
15%-20% DISCOUNT
ON KITCHENS & BATHS
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Deal direct with owner and get top quality at affordable prices
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From smallest job to complete house. We beat any legitimate bid. Work personally supervised. Refs. FAST, EFFICIENT SERVICE
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Int. & Ext. Remodeling • 15 Yrs. Exp.
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Ceramic tile my specialty.
Deal direct. Free estimates.
Call Tom 898-1309

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