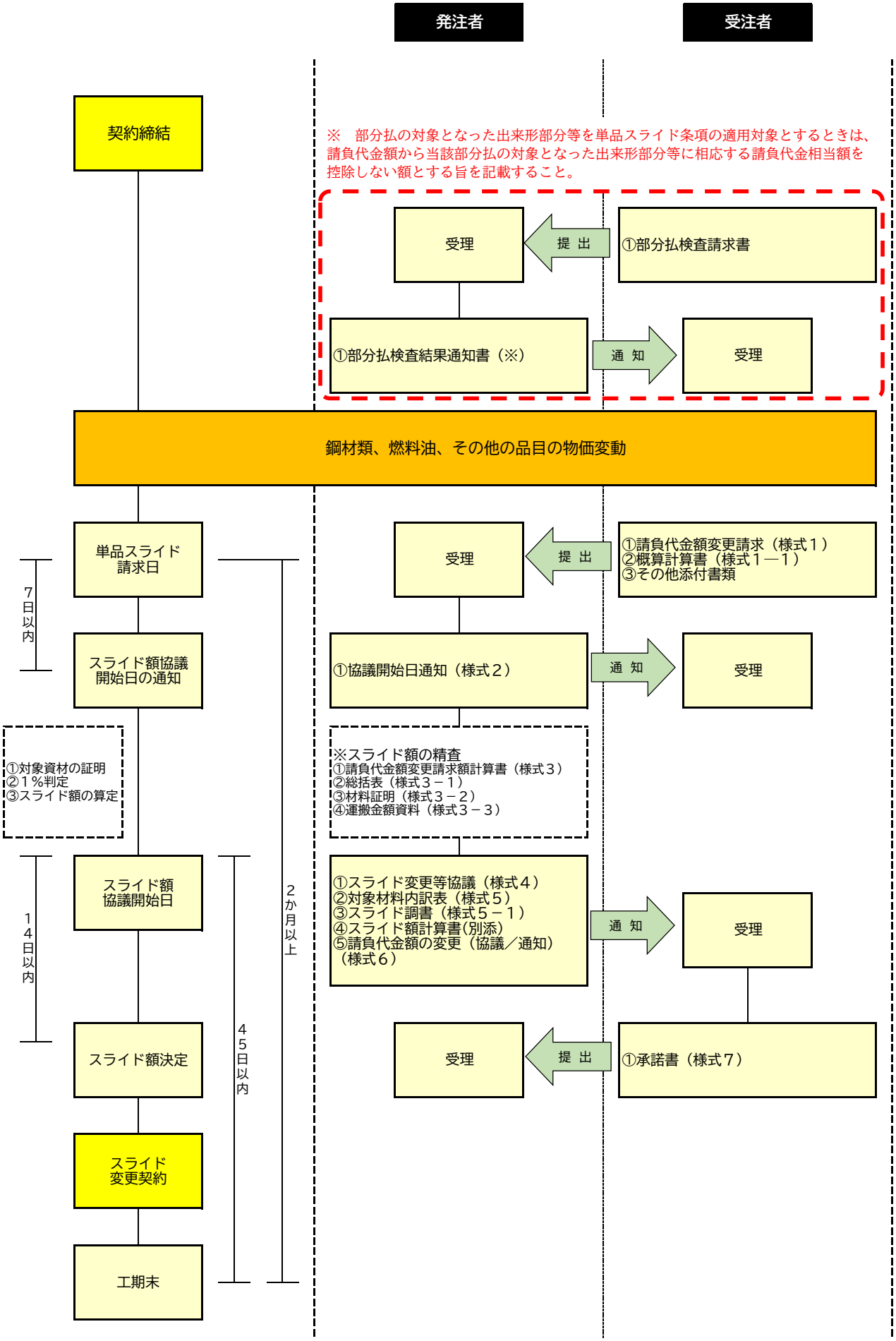単品スライド条項事務手続フロー