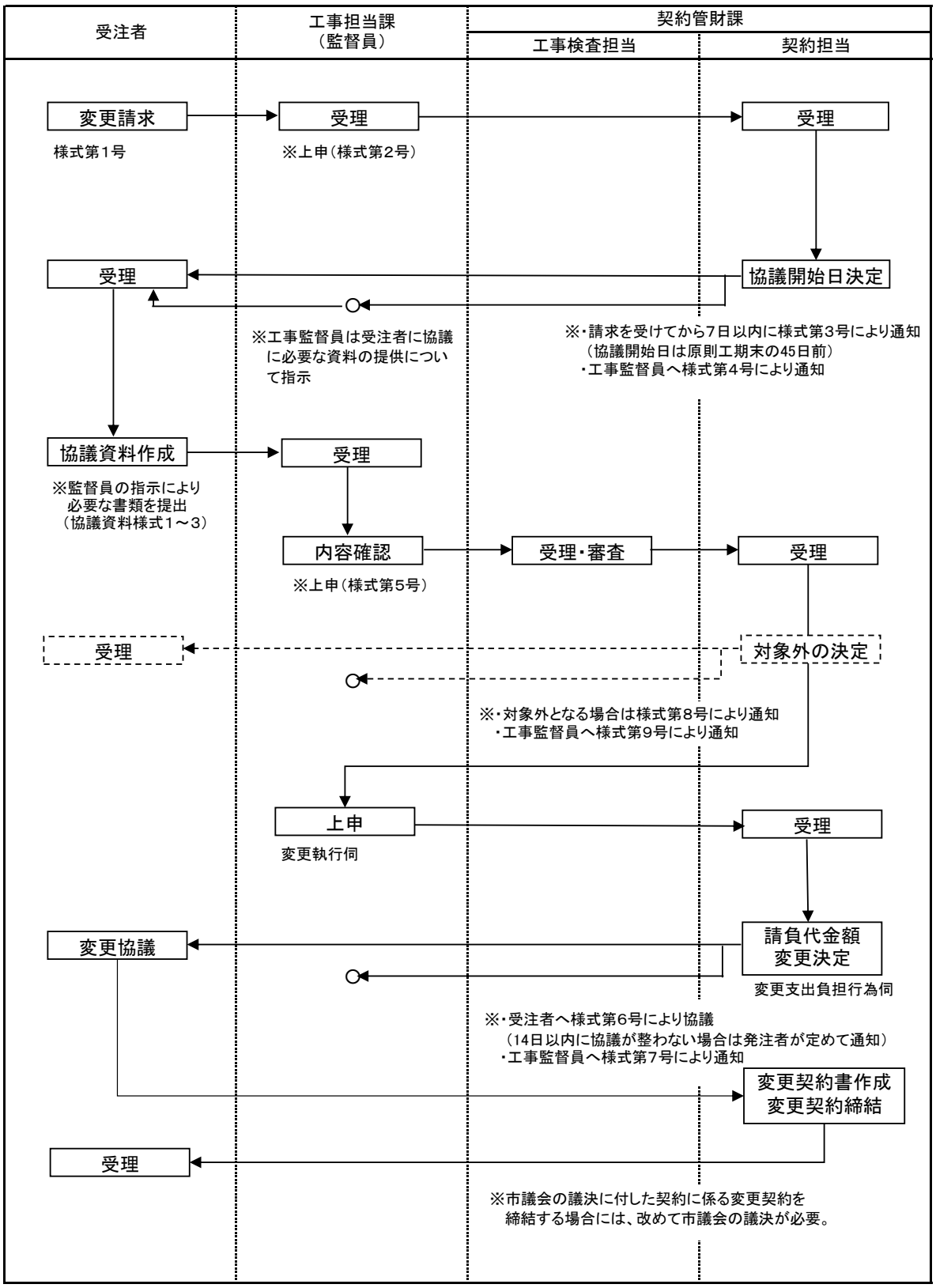単品スライド条項の運用に係る事務手続きフロー