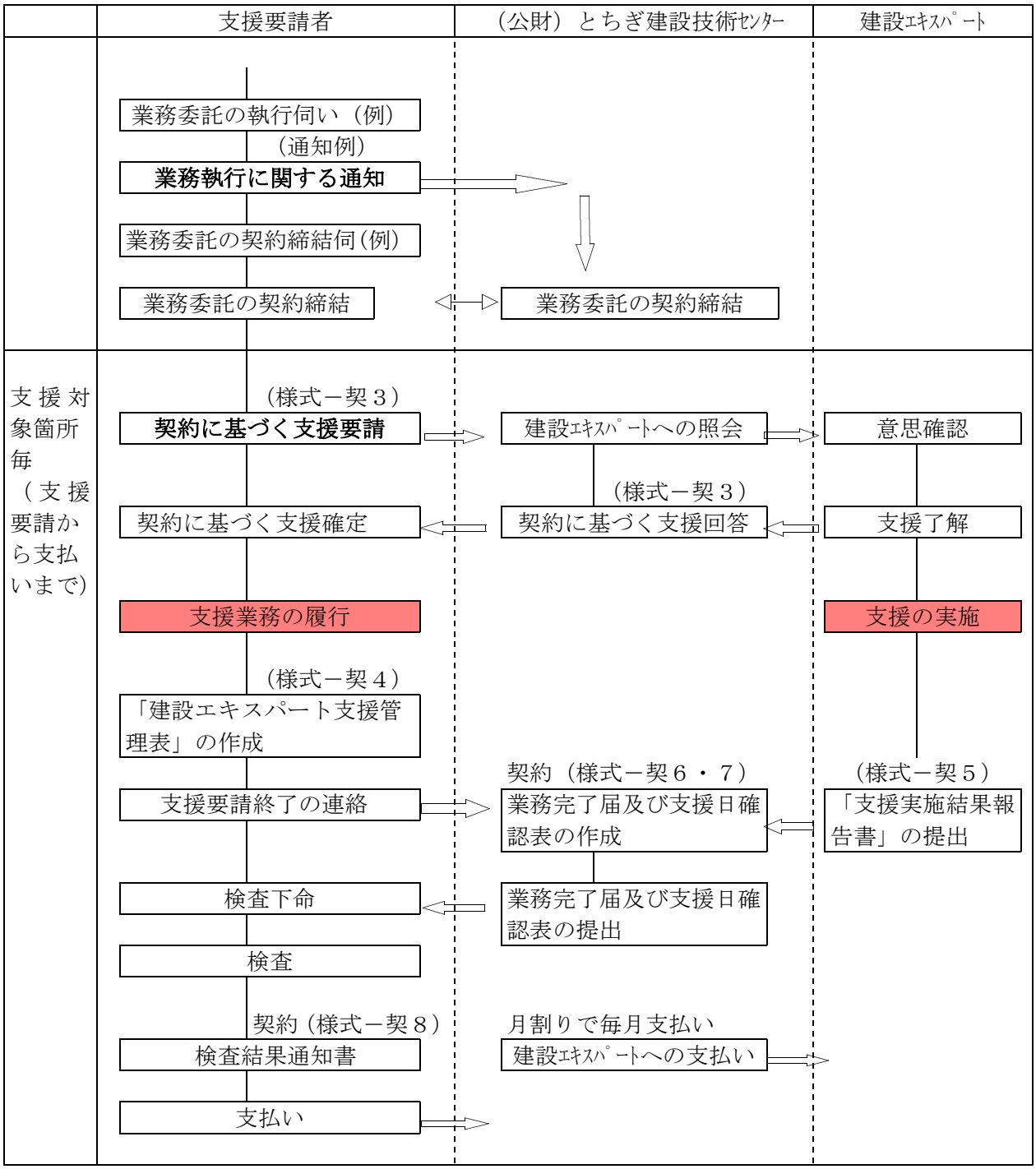建設エキスパート契約事務フロー