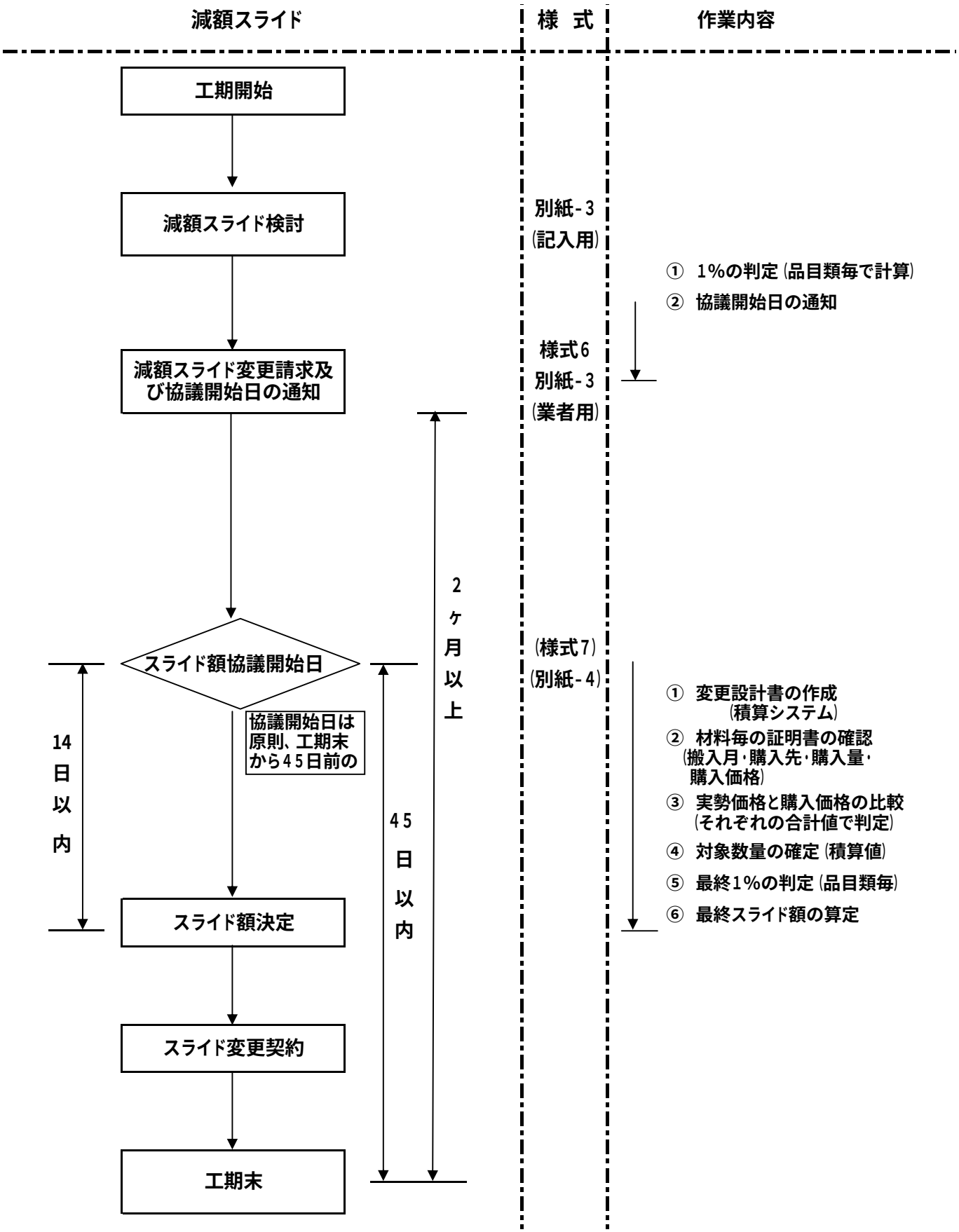減額スライドに伴う実施フロー及び様式