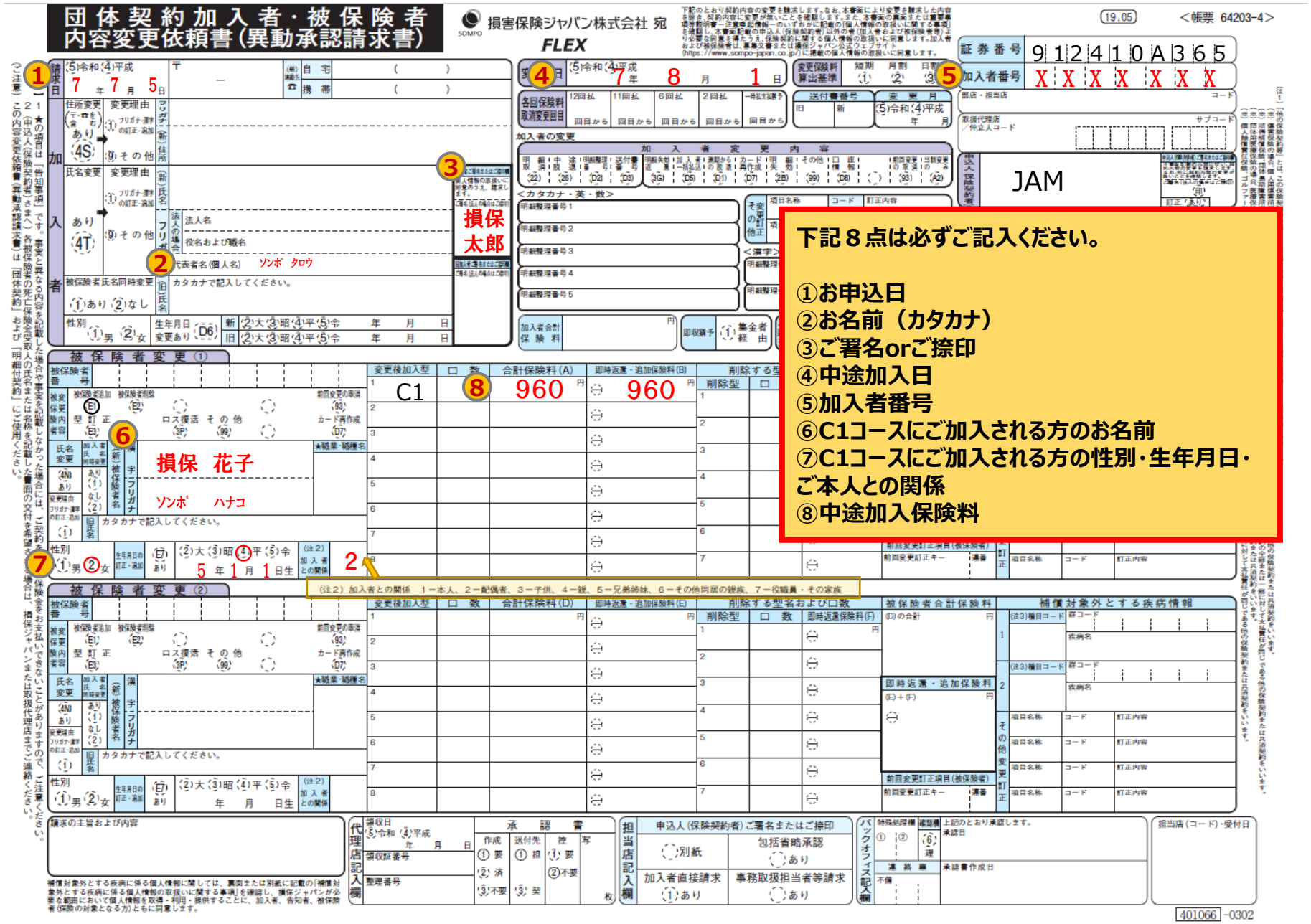団体契約内容変更依頼書　記載例