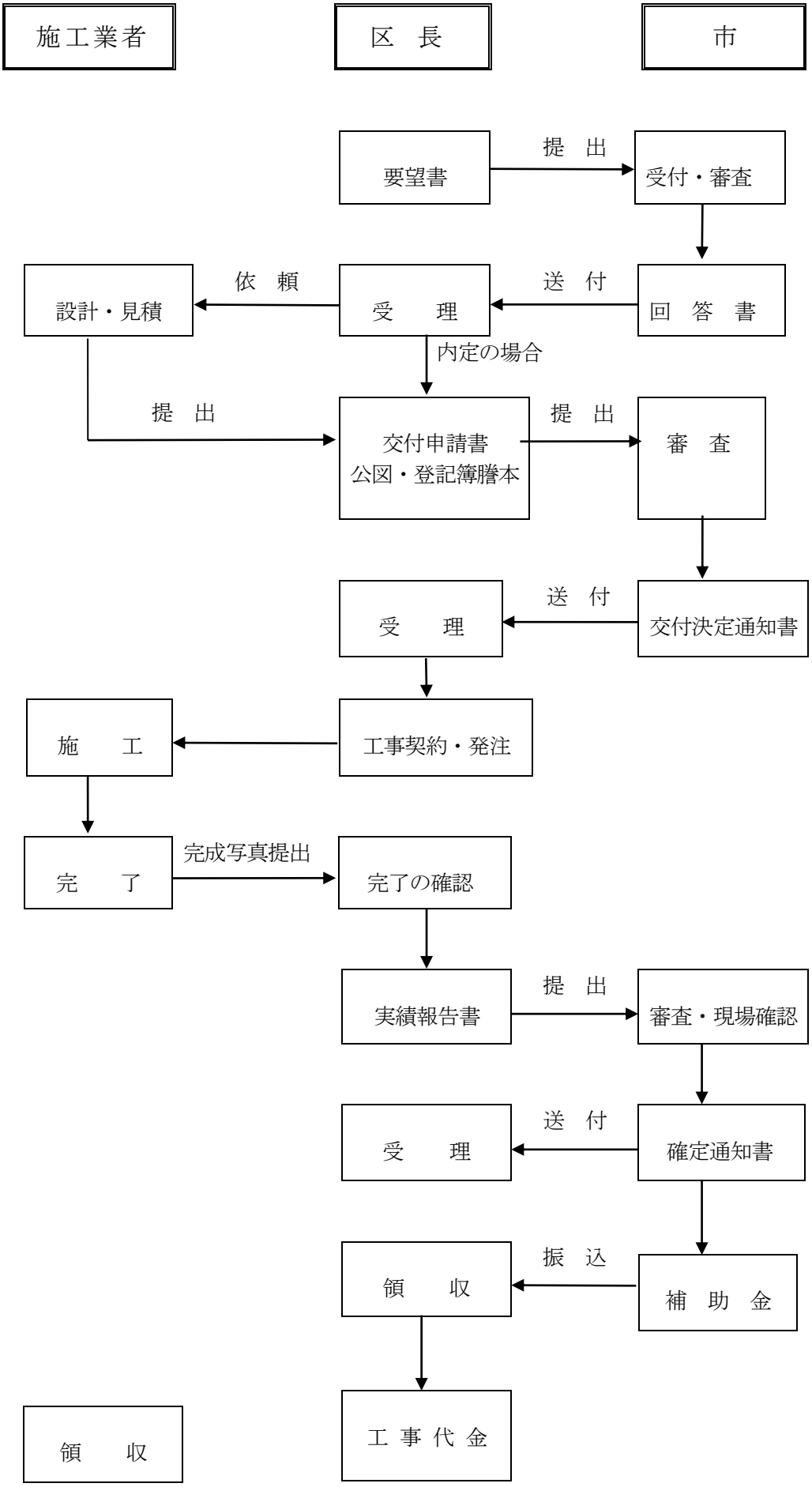要望書から工事代金の支払いまでの手順