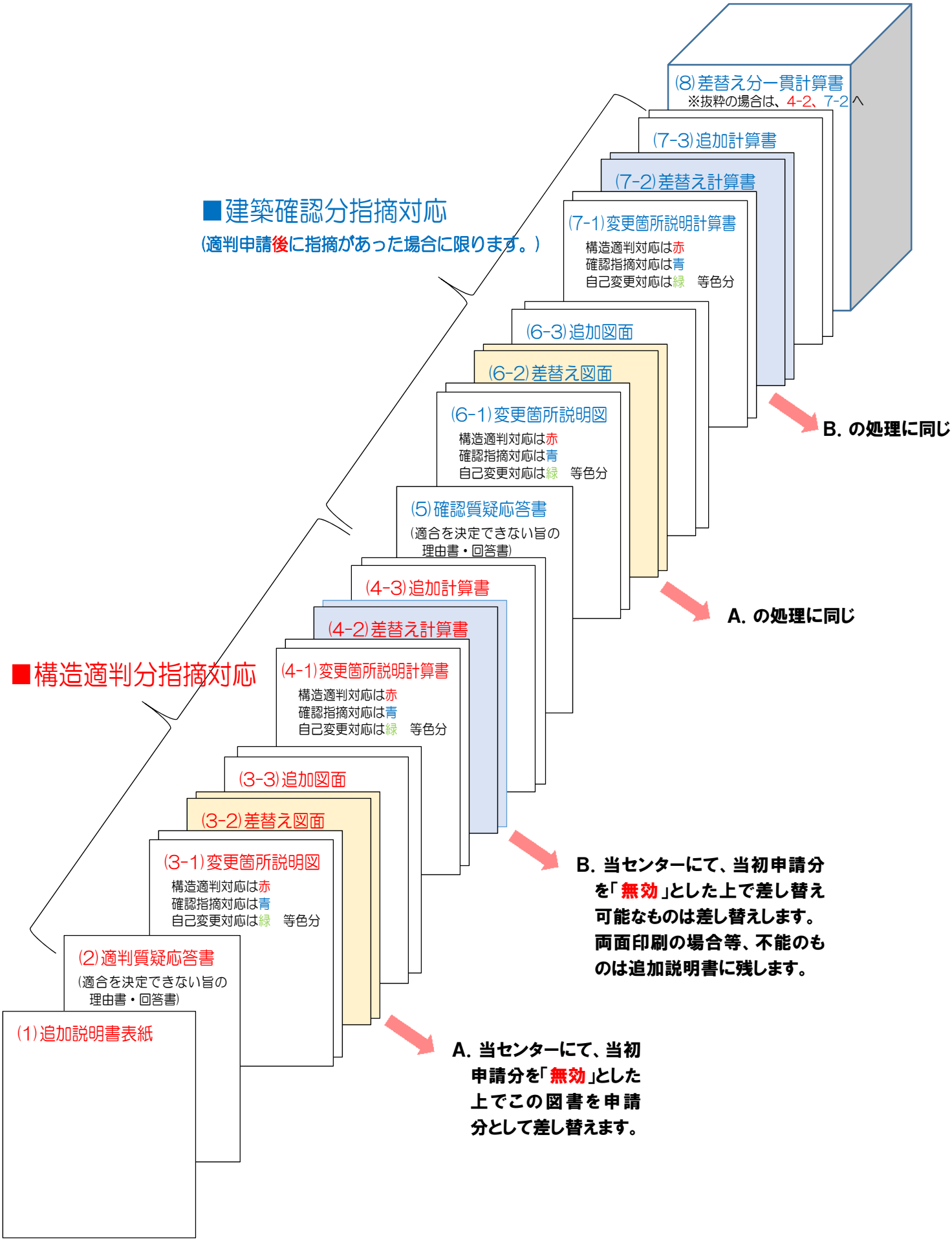■追加説明書のまとめ方のイメージ（正副 2 部提出）