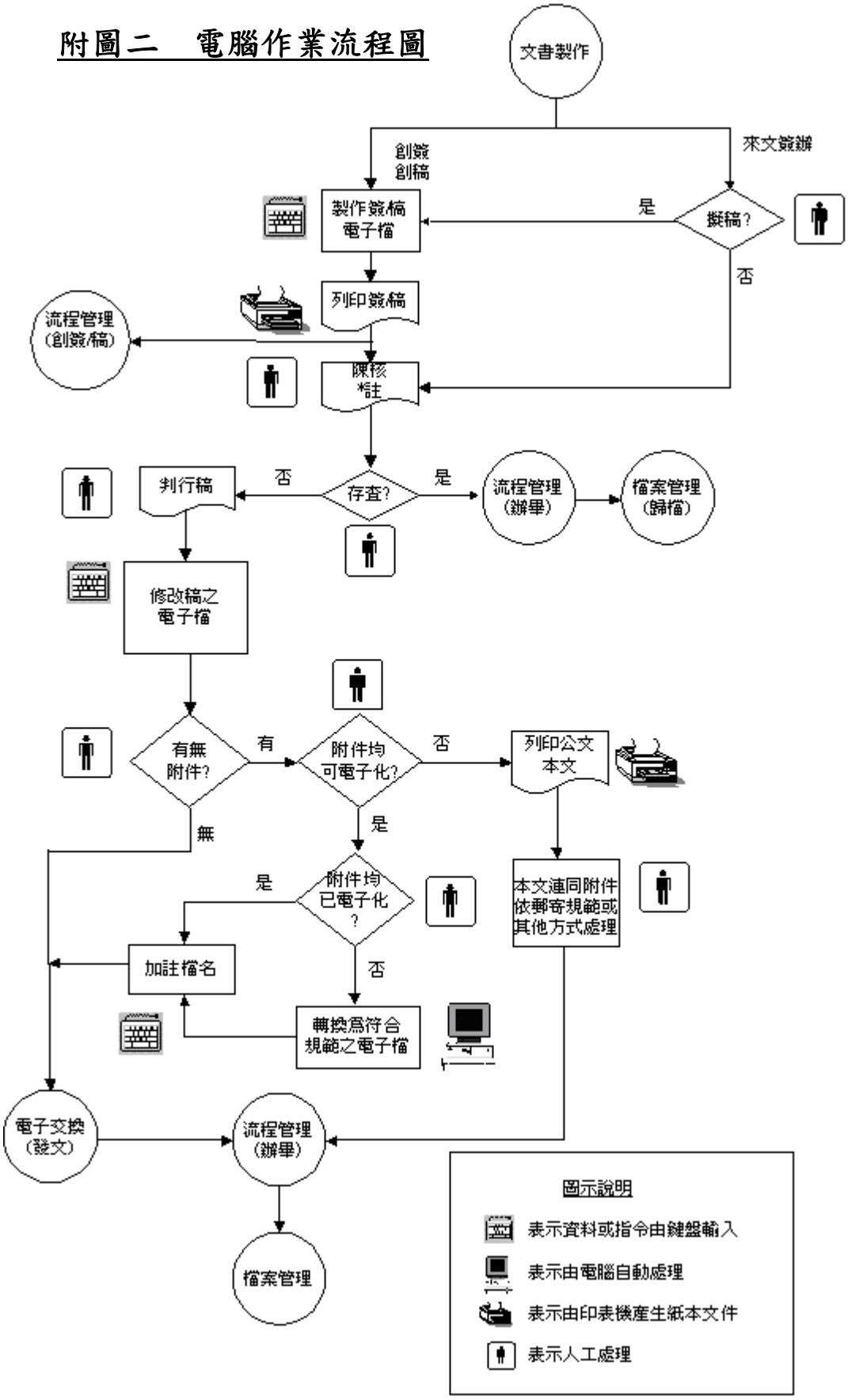
附圖二　電腦作業流程圖



文書製作流程