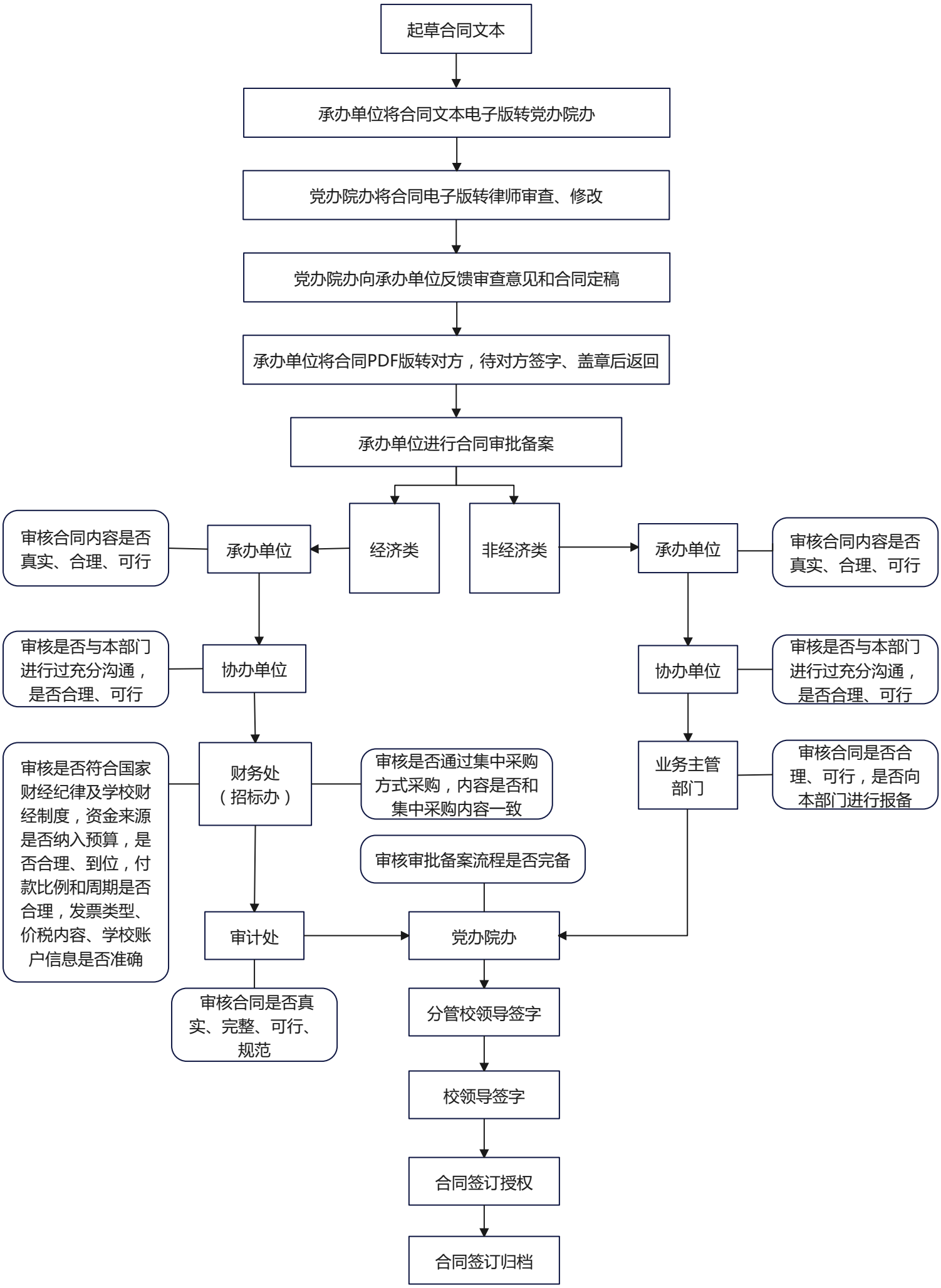合同签订、审批备案流程图