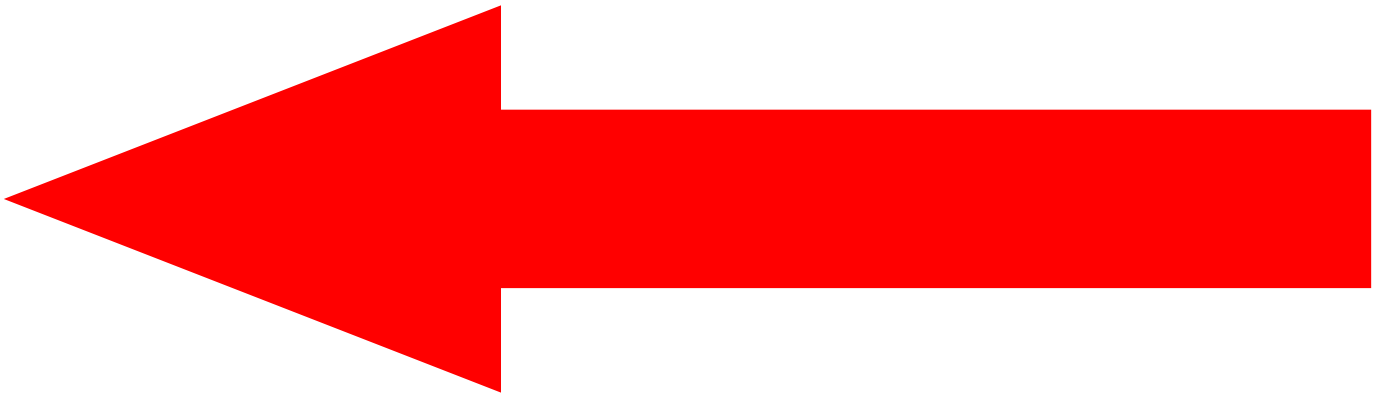受付窓口