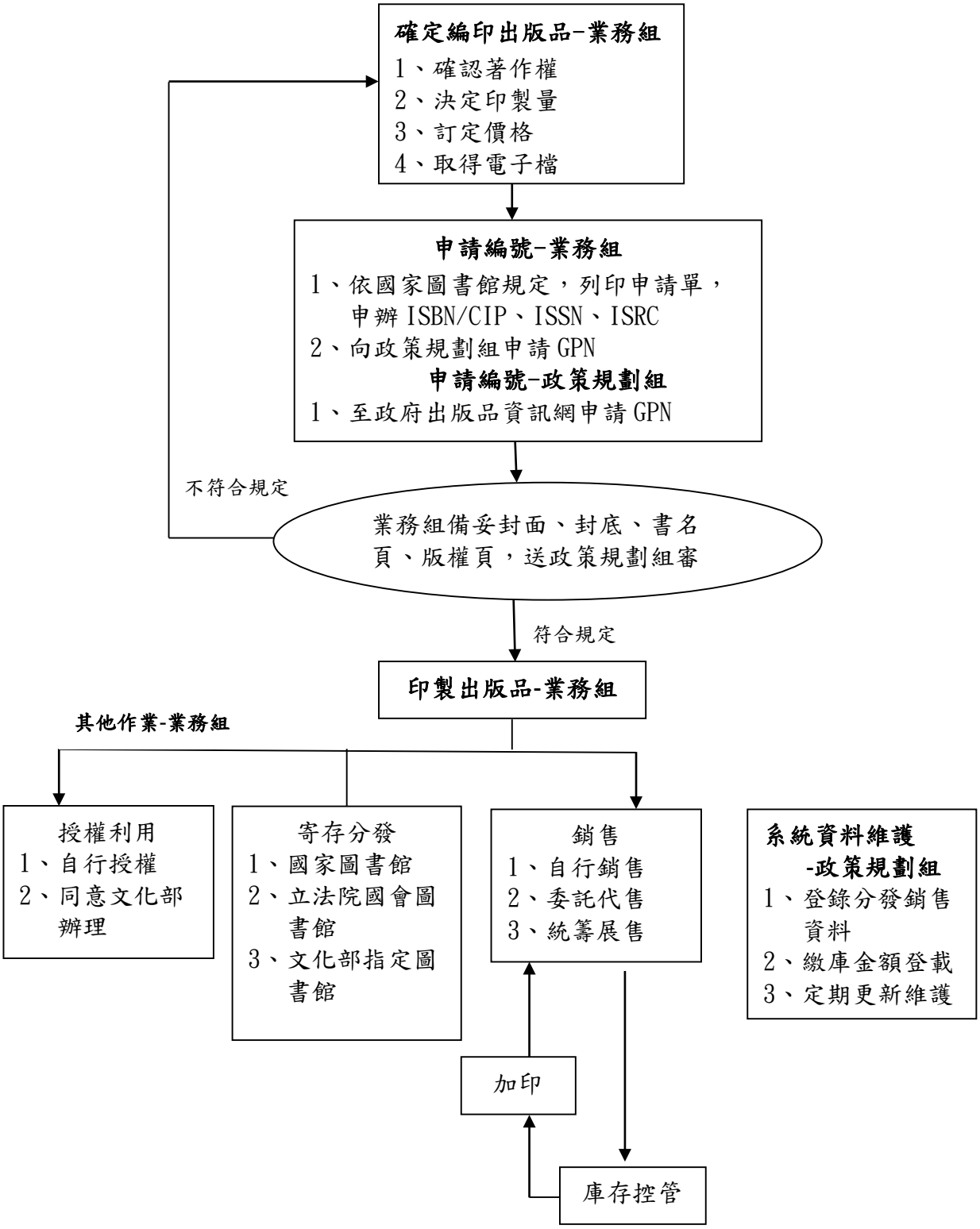附件四、經濟部中小企業處政府出版品作業處理流程