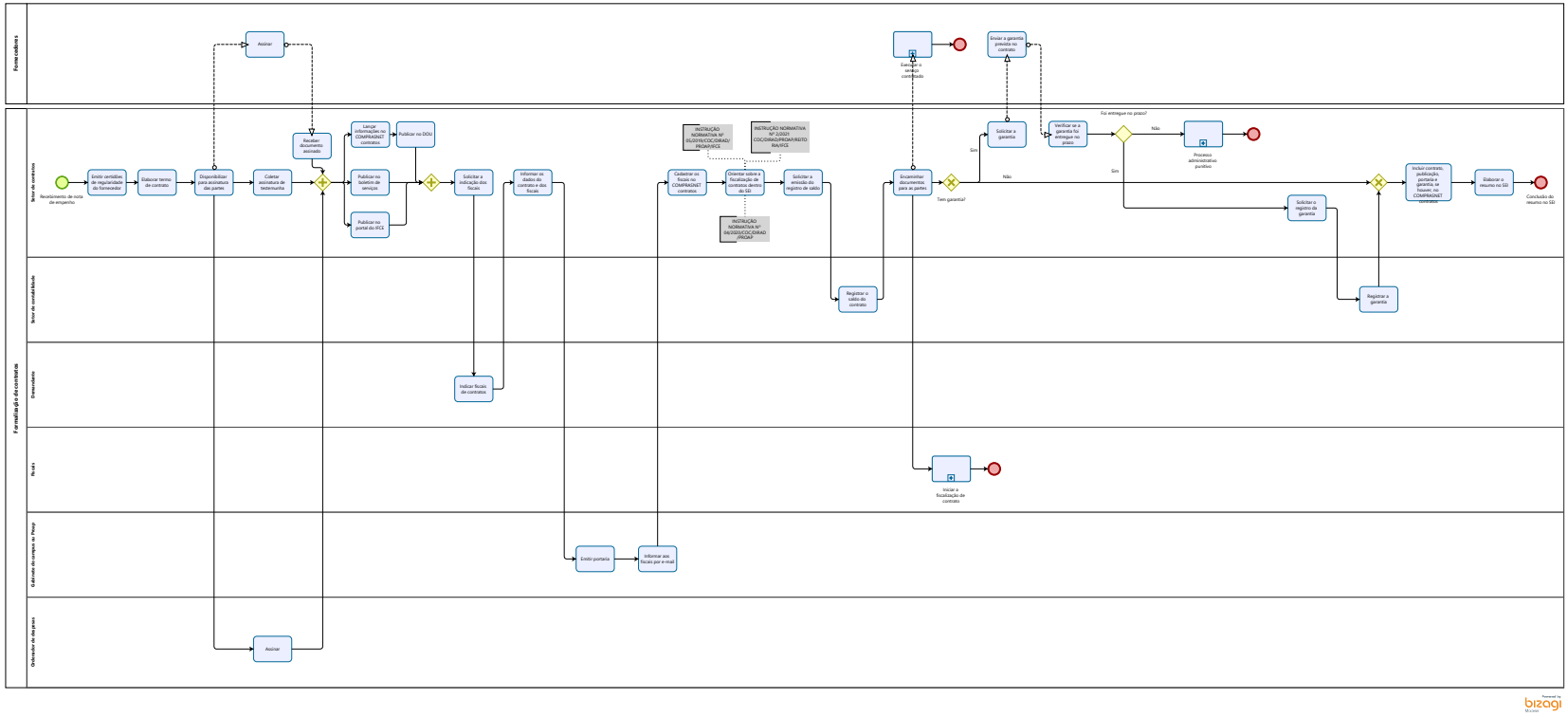2 FORMALIZAÇÃO DE CONTRATOS