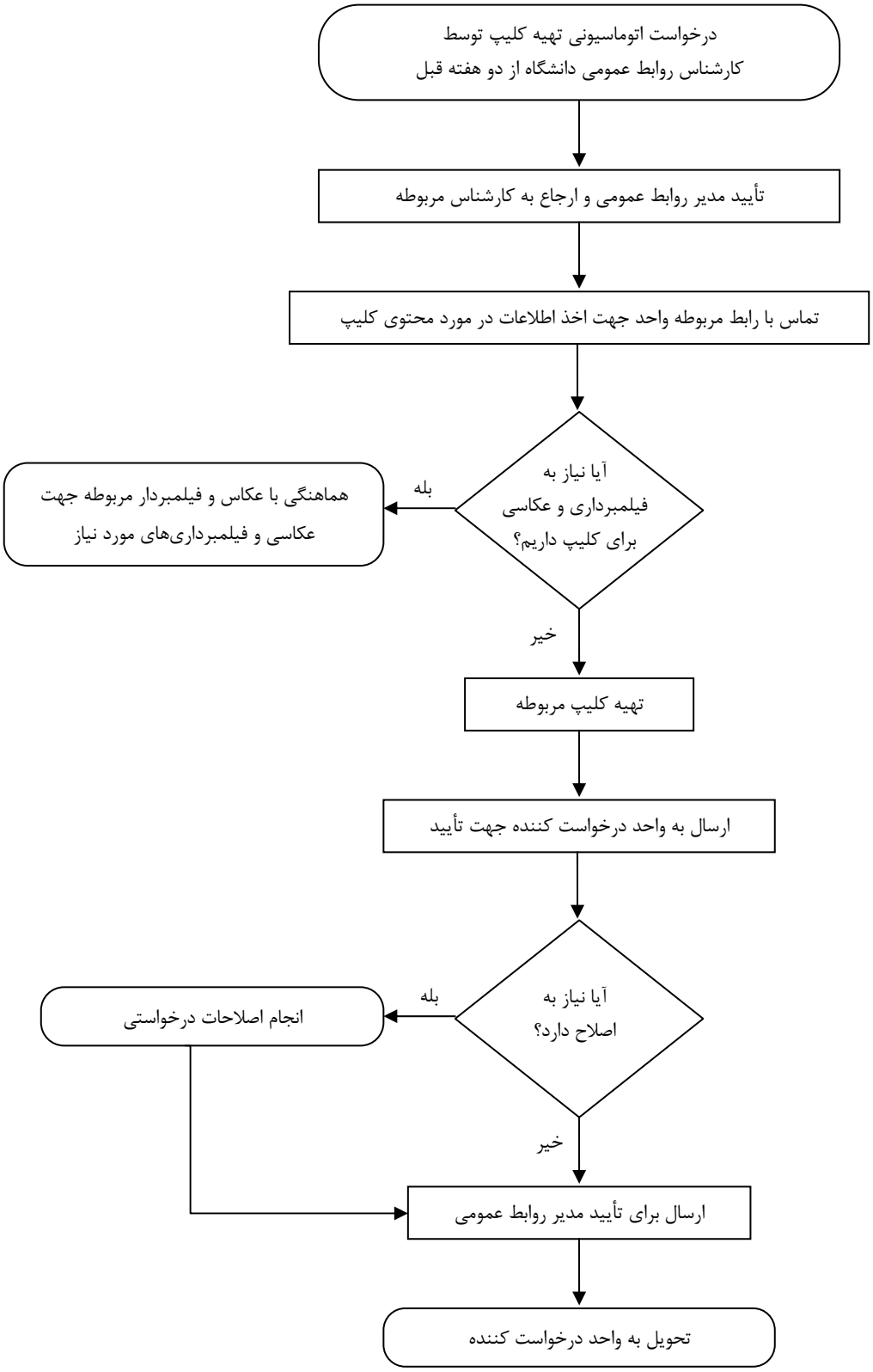فرآیند درخواست تهیه کلیپ