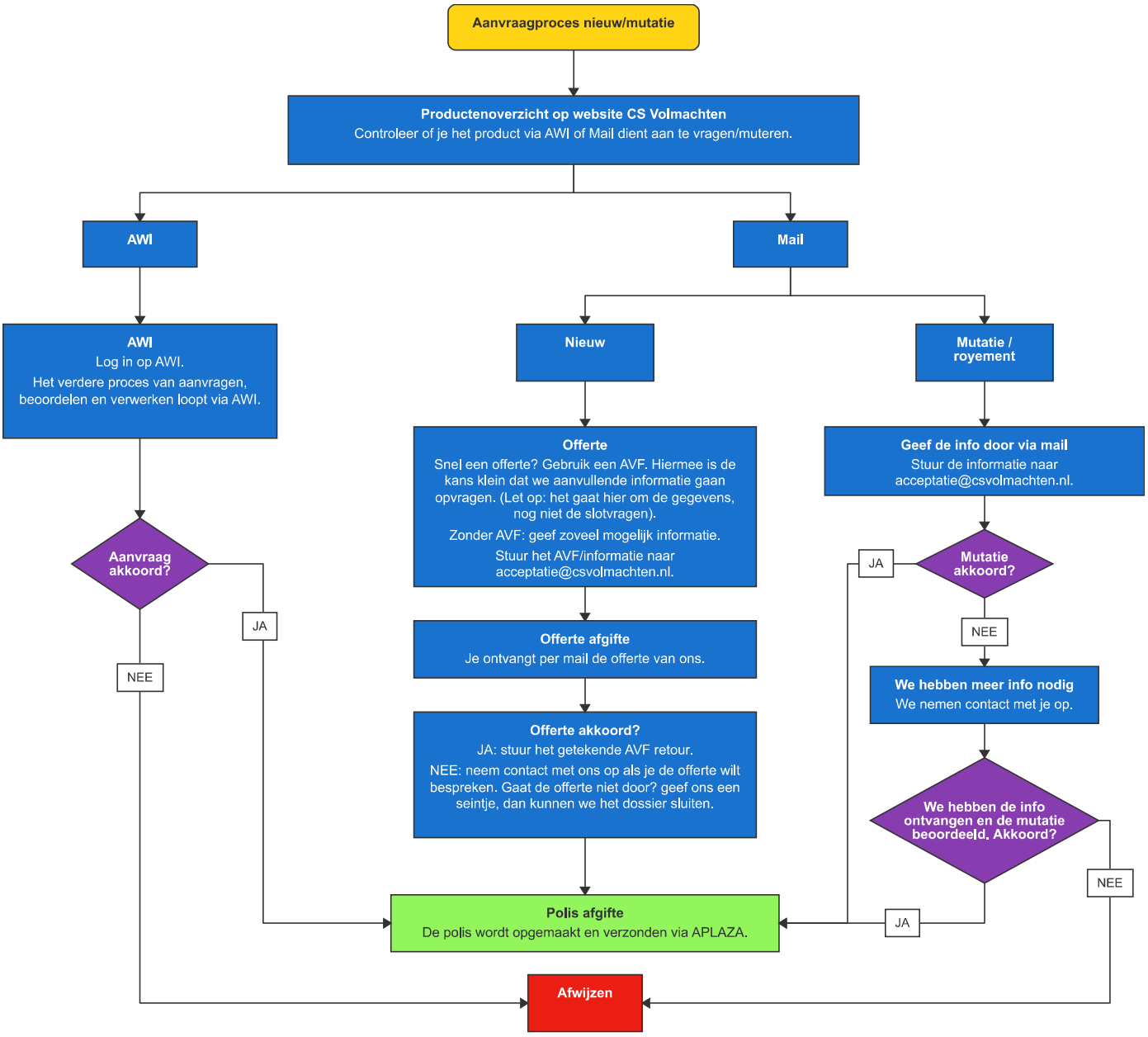Handleiding Acceptatie