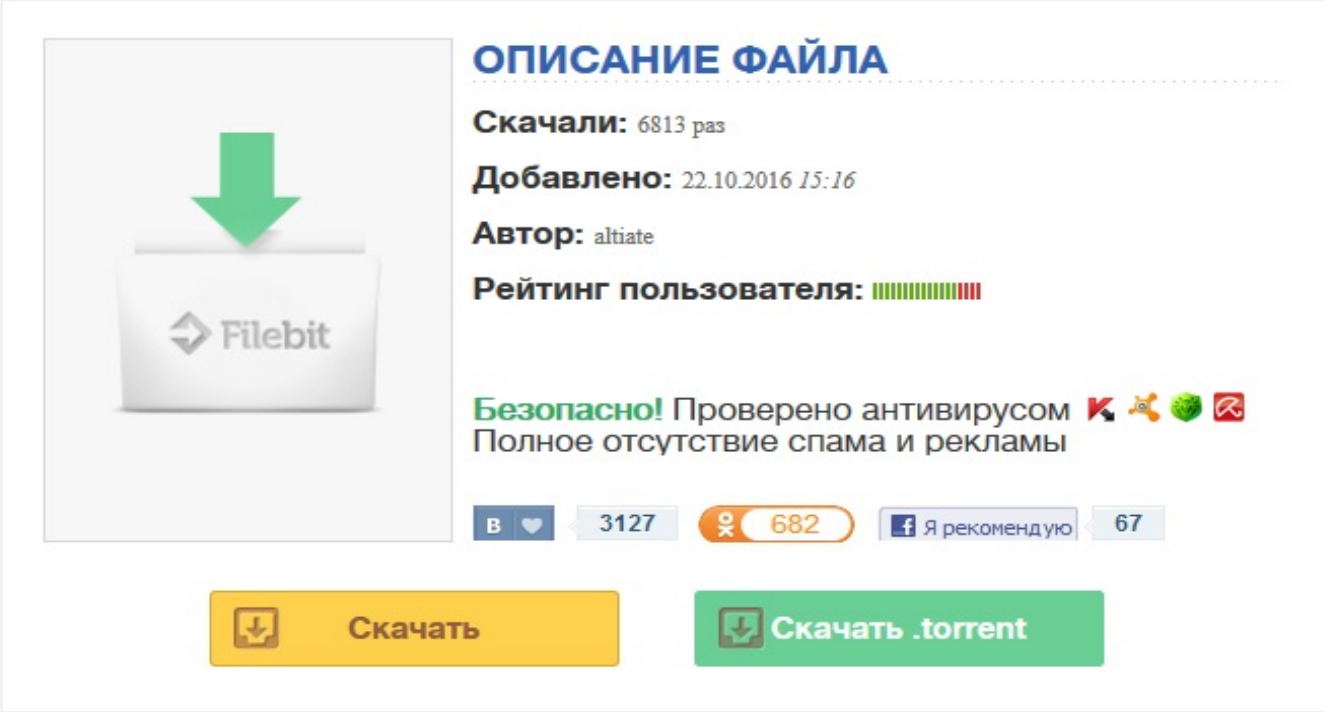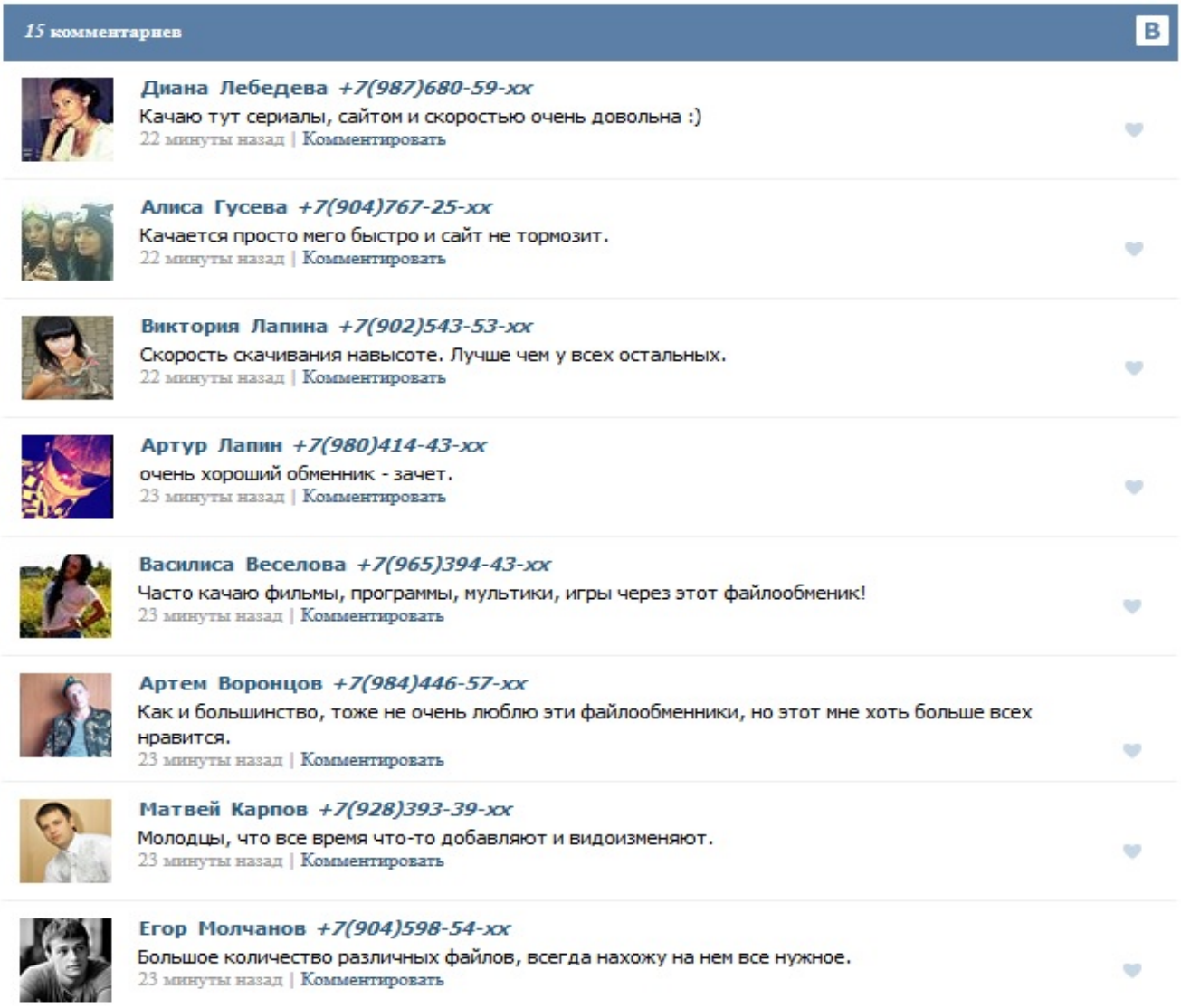бланкенклатуры дел скачать