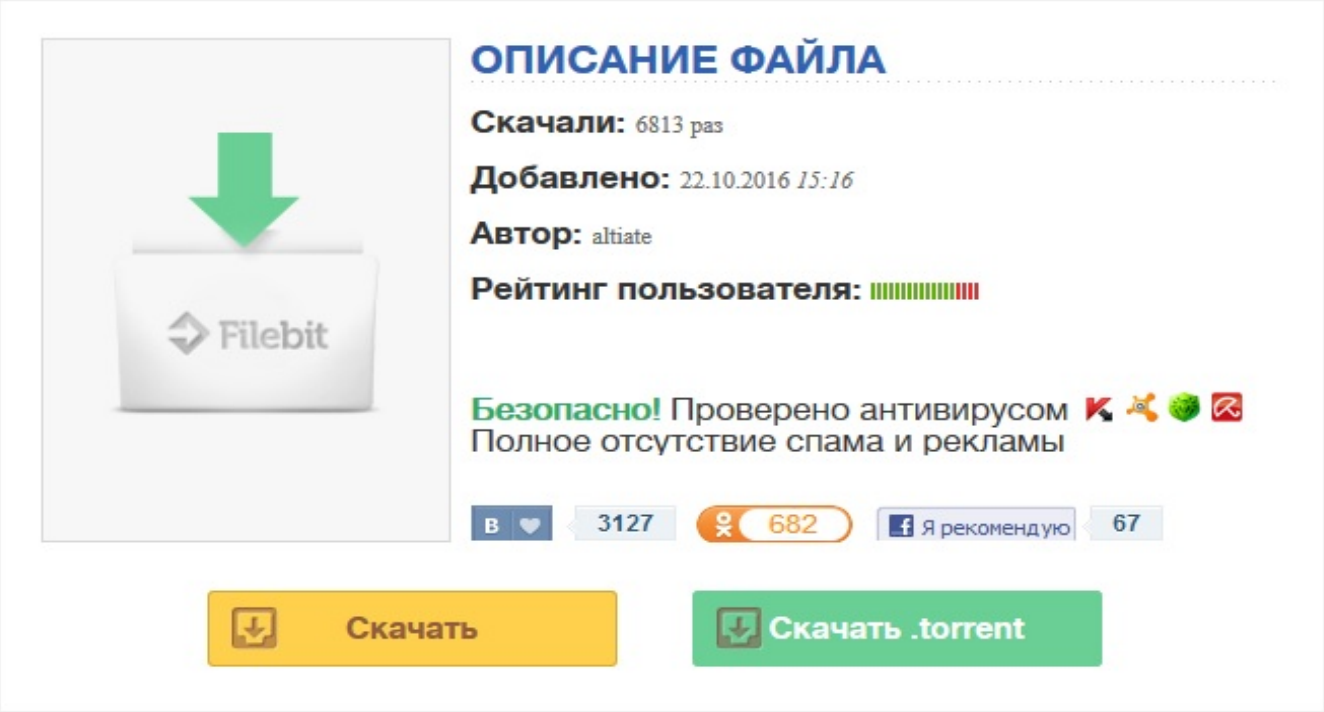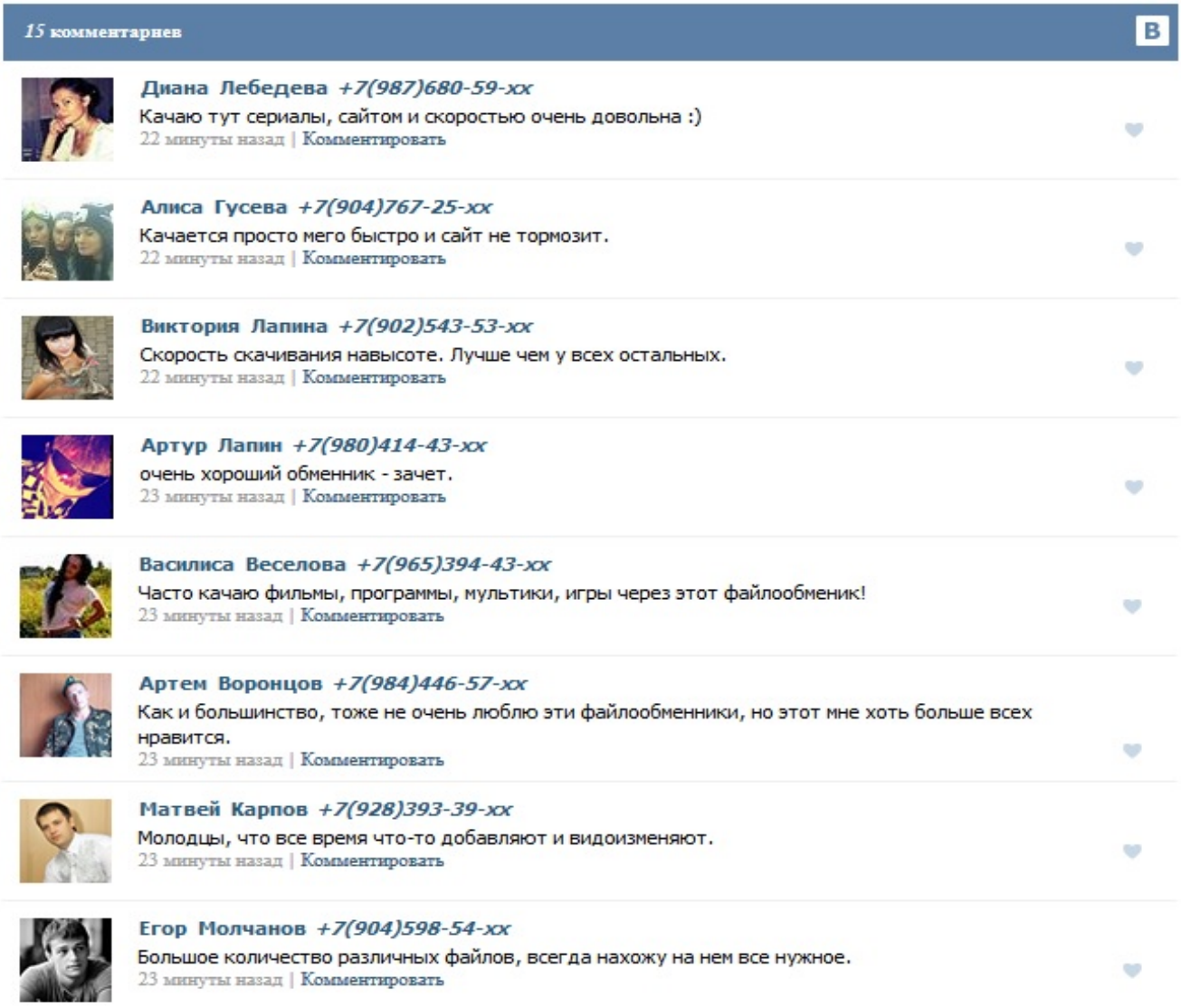опись ценного письма бланк почта россии