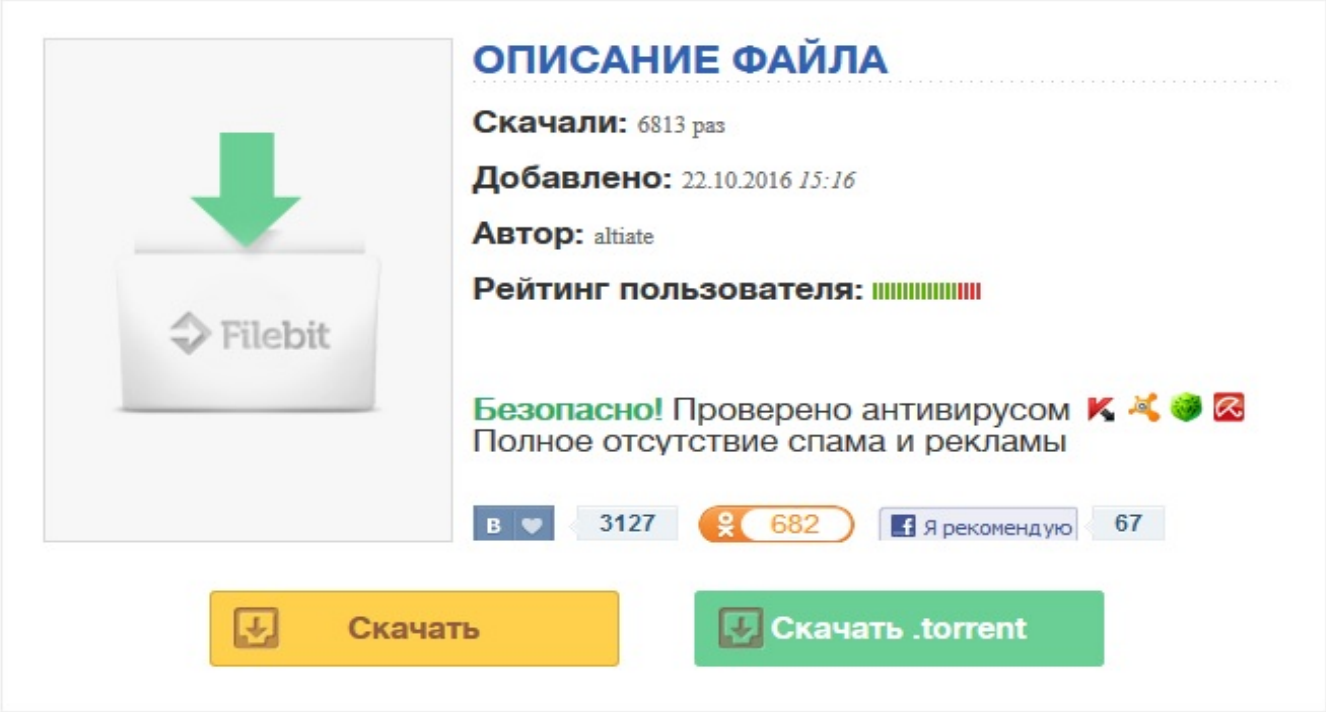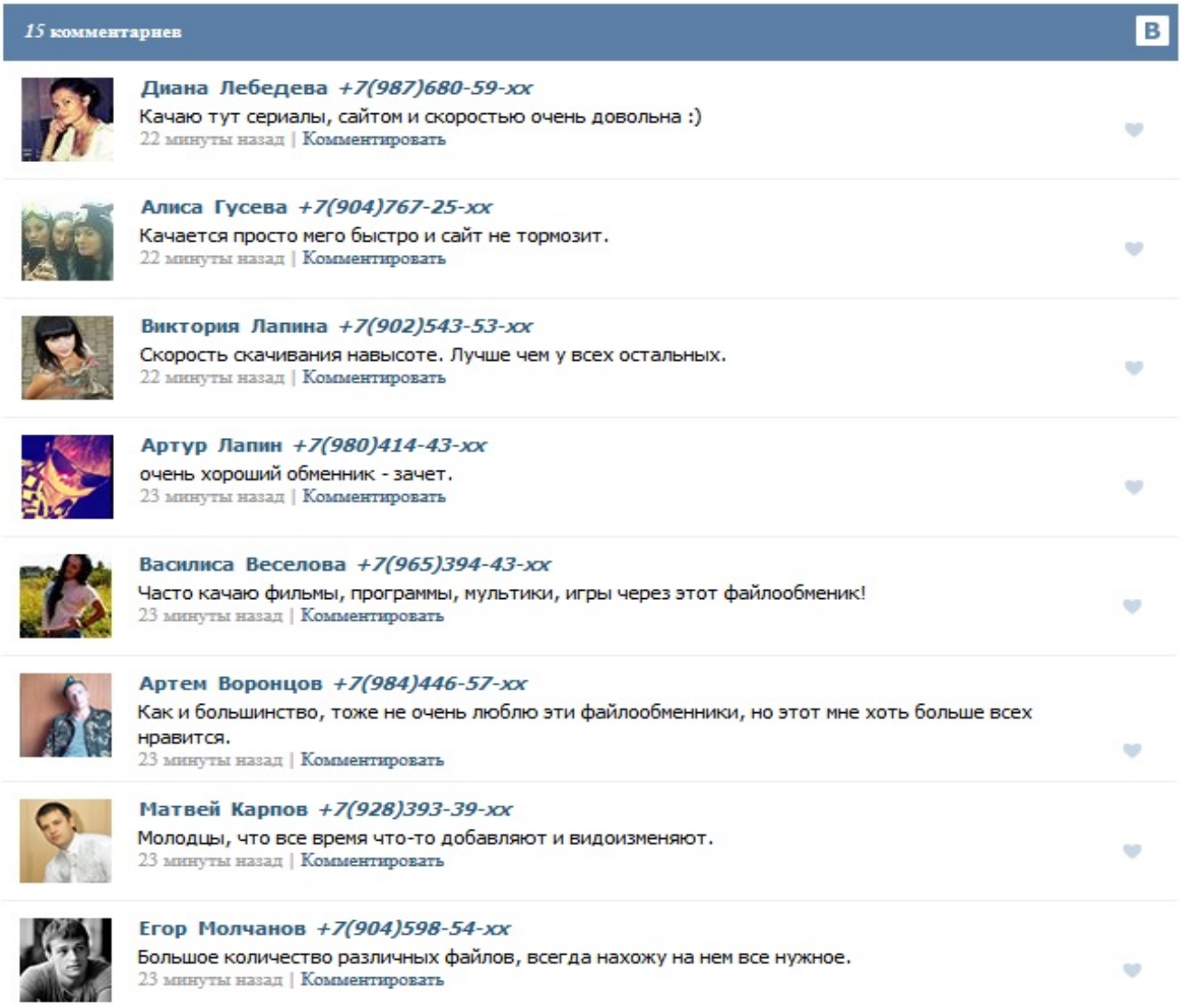бланкбової картки працівника новий