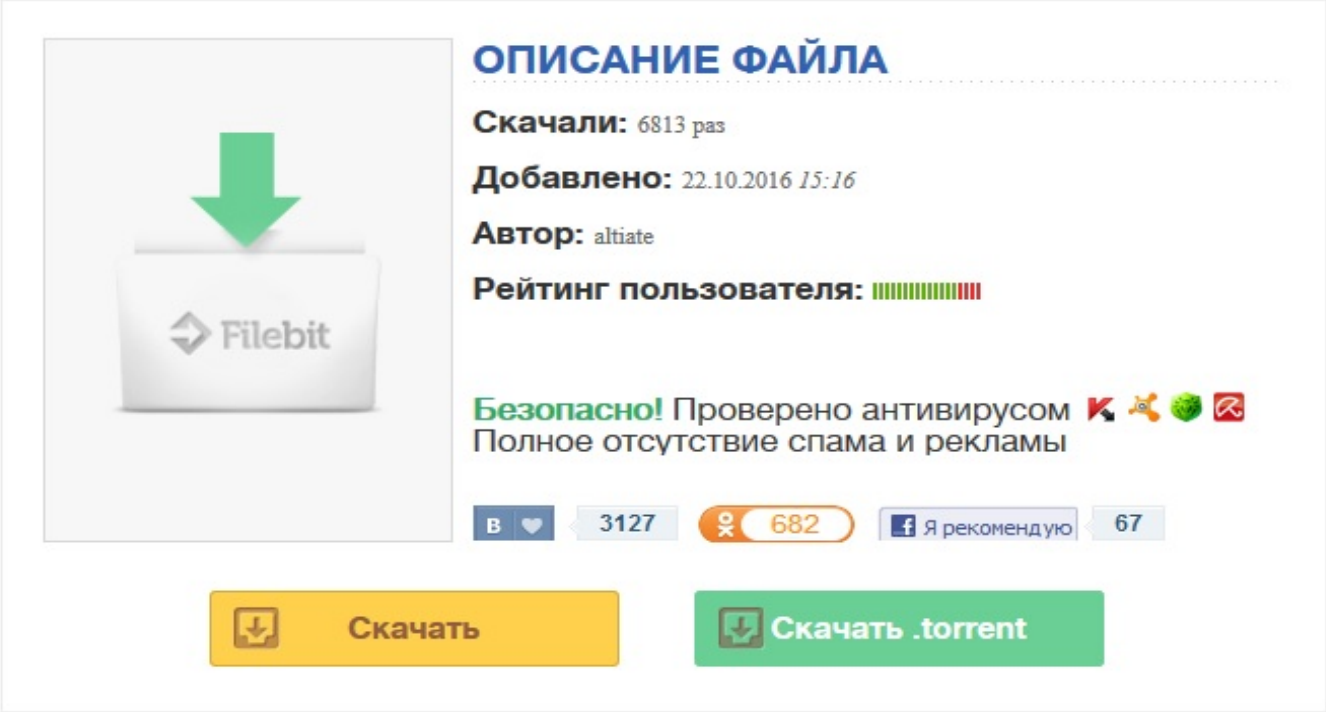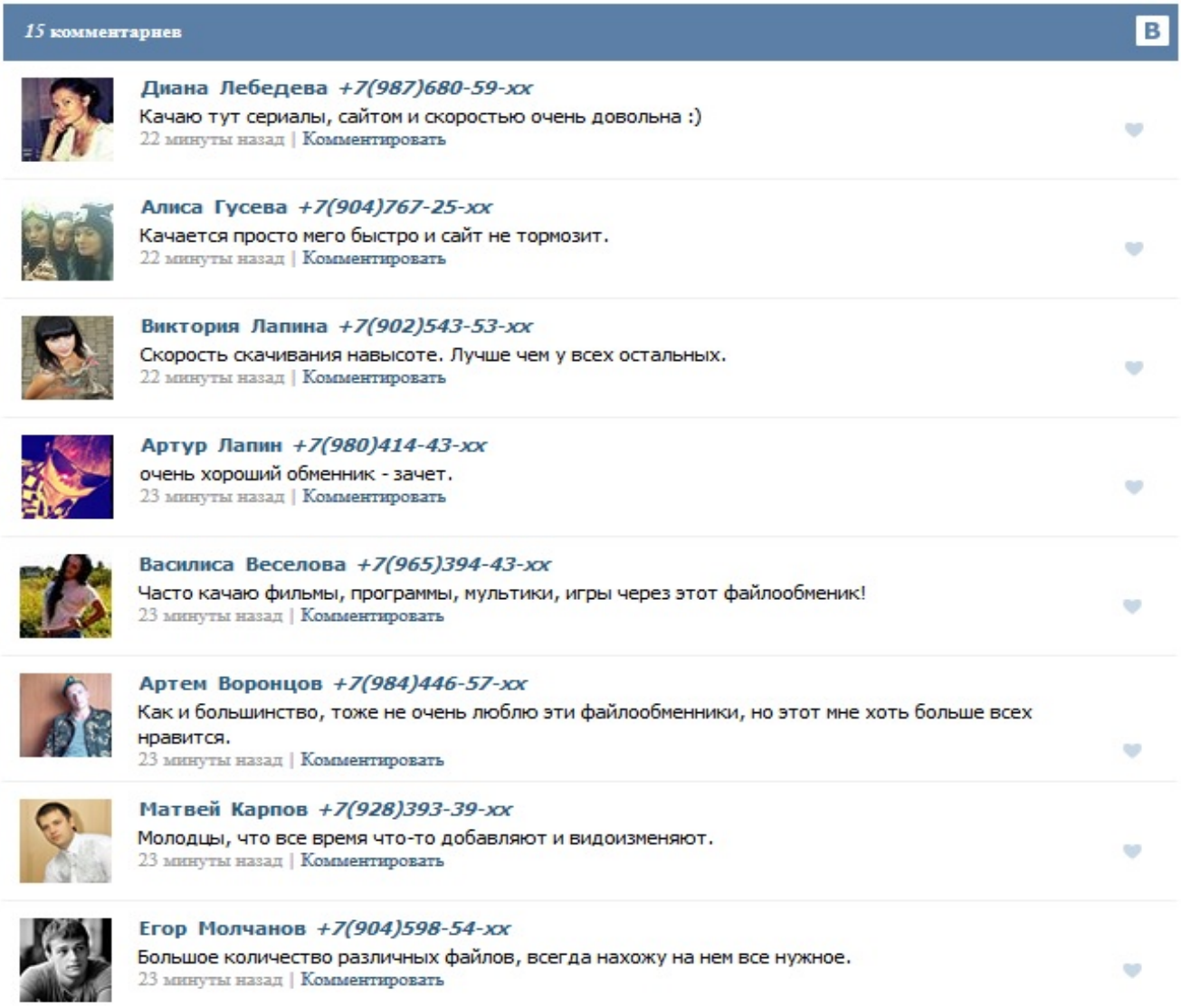бланкбистий листок по обліку кадрів