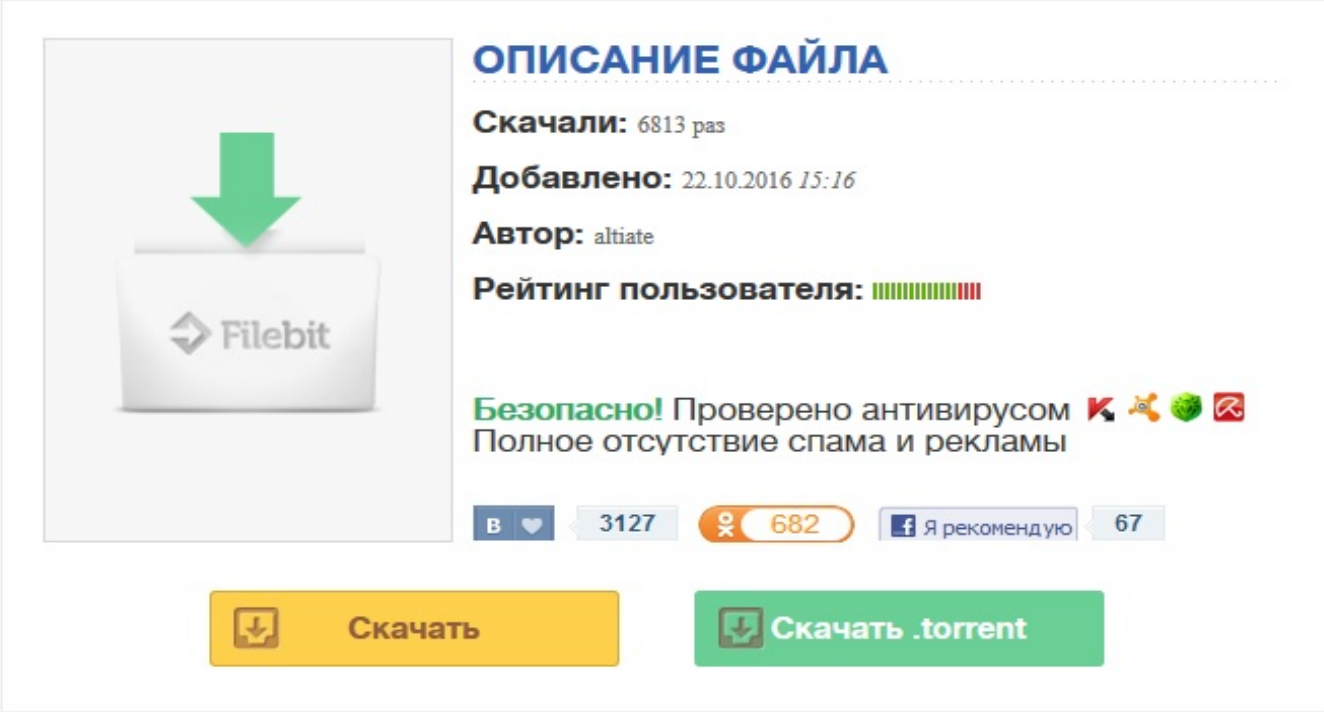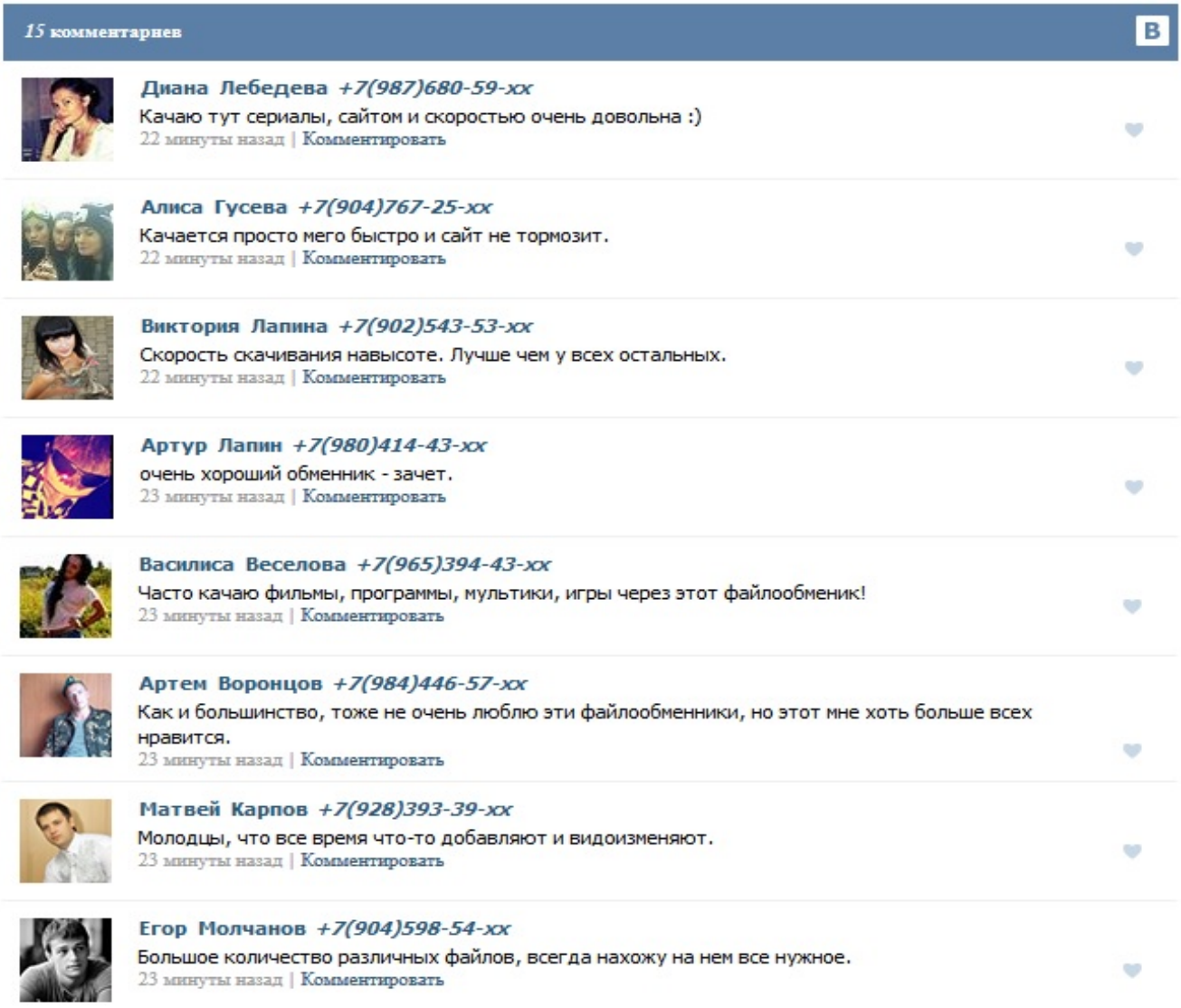бланки консультант плюс 2016