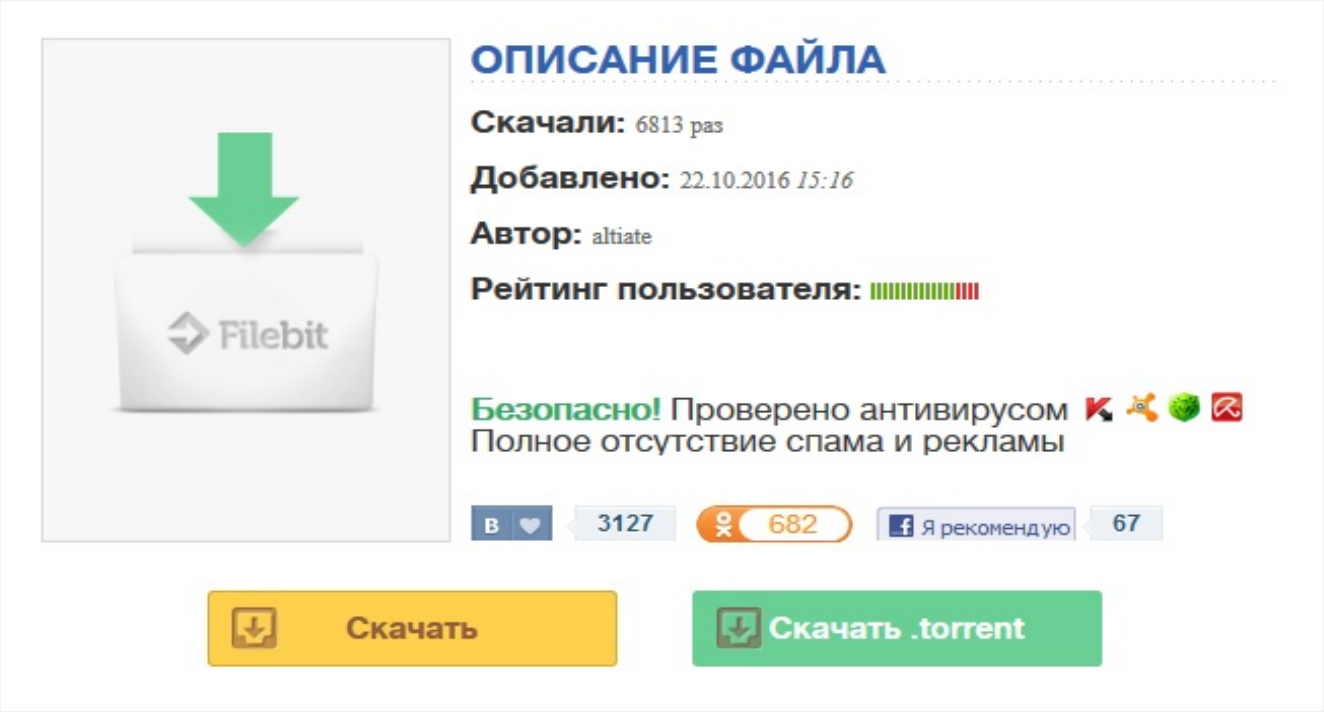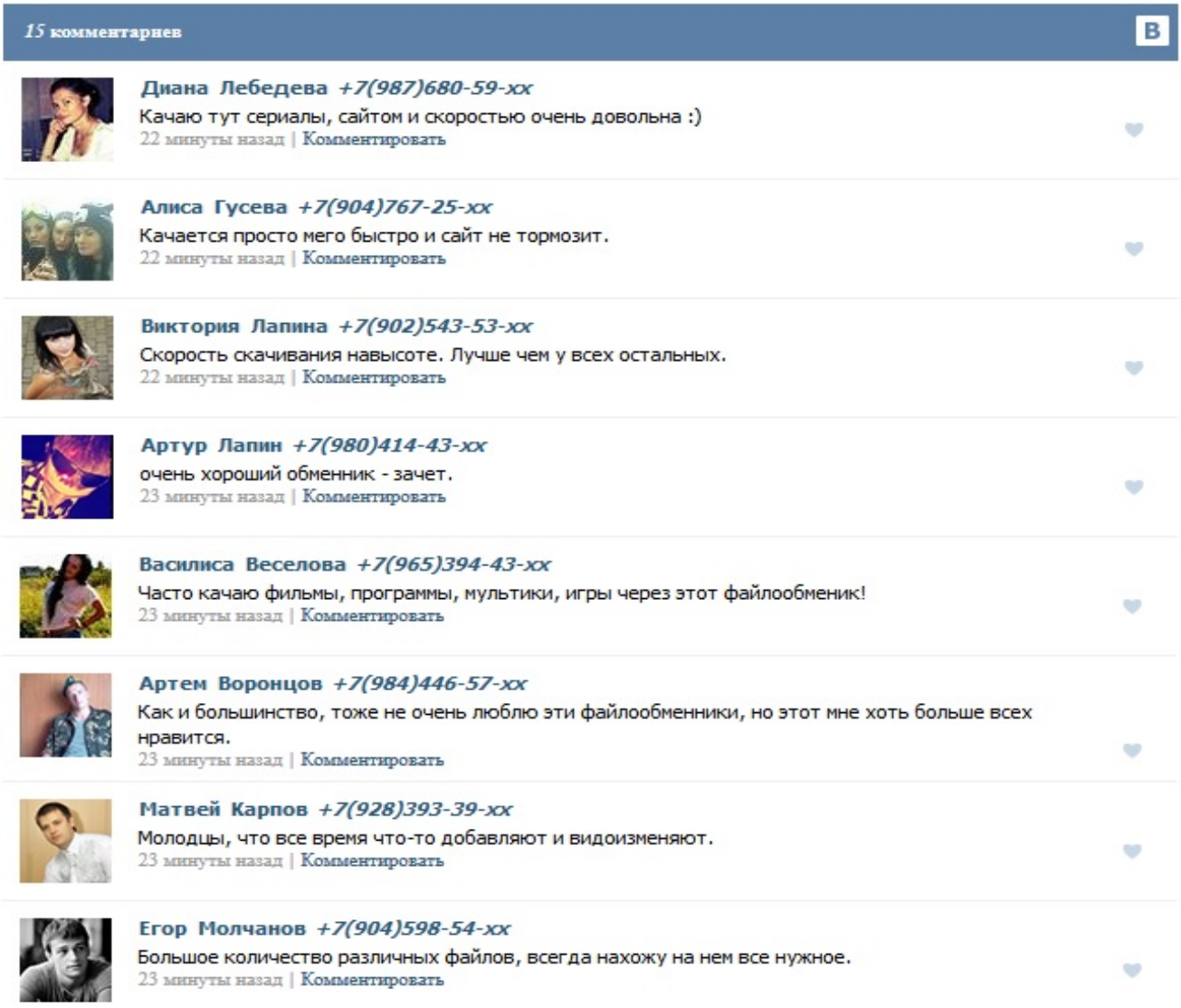журнал поэкземплярного учета скзи образец заполнения