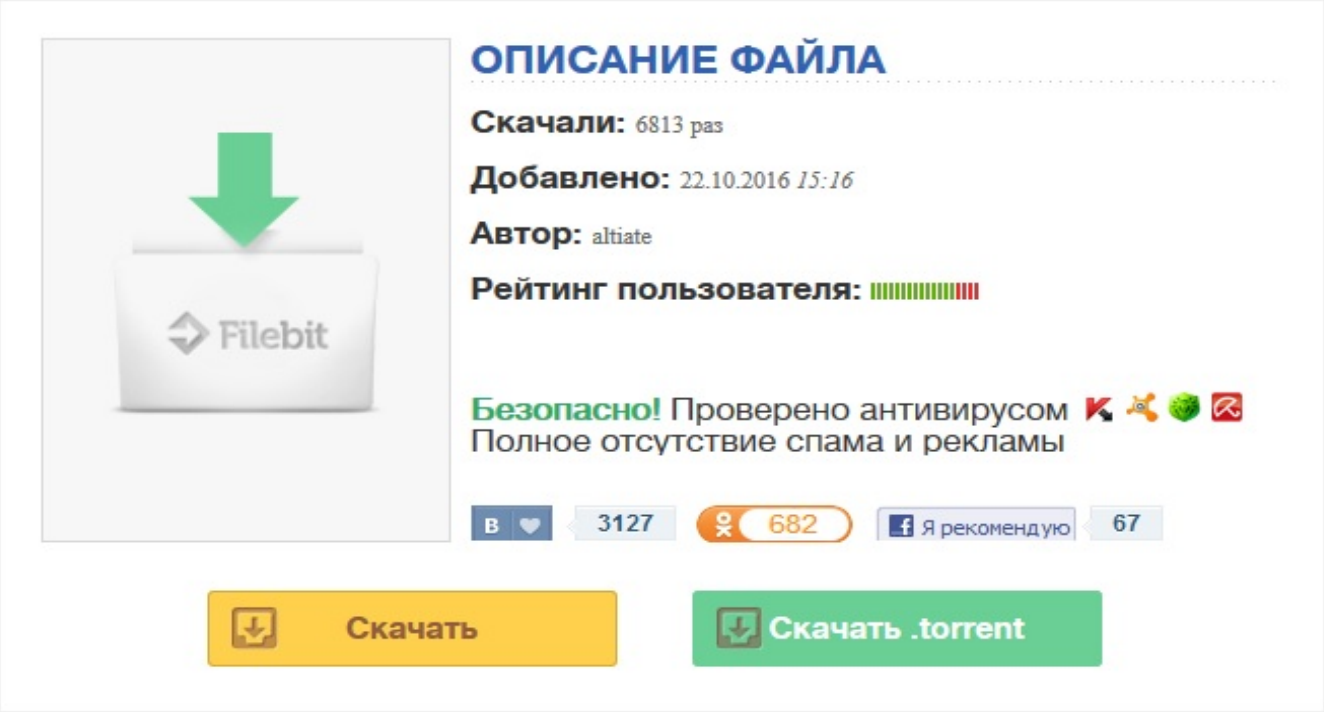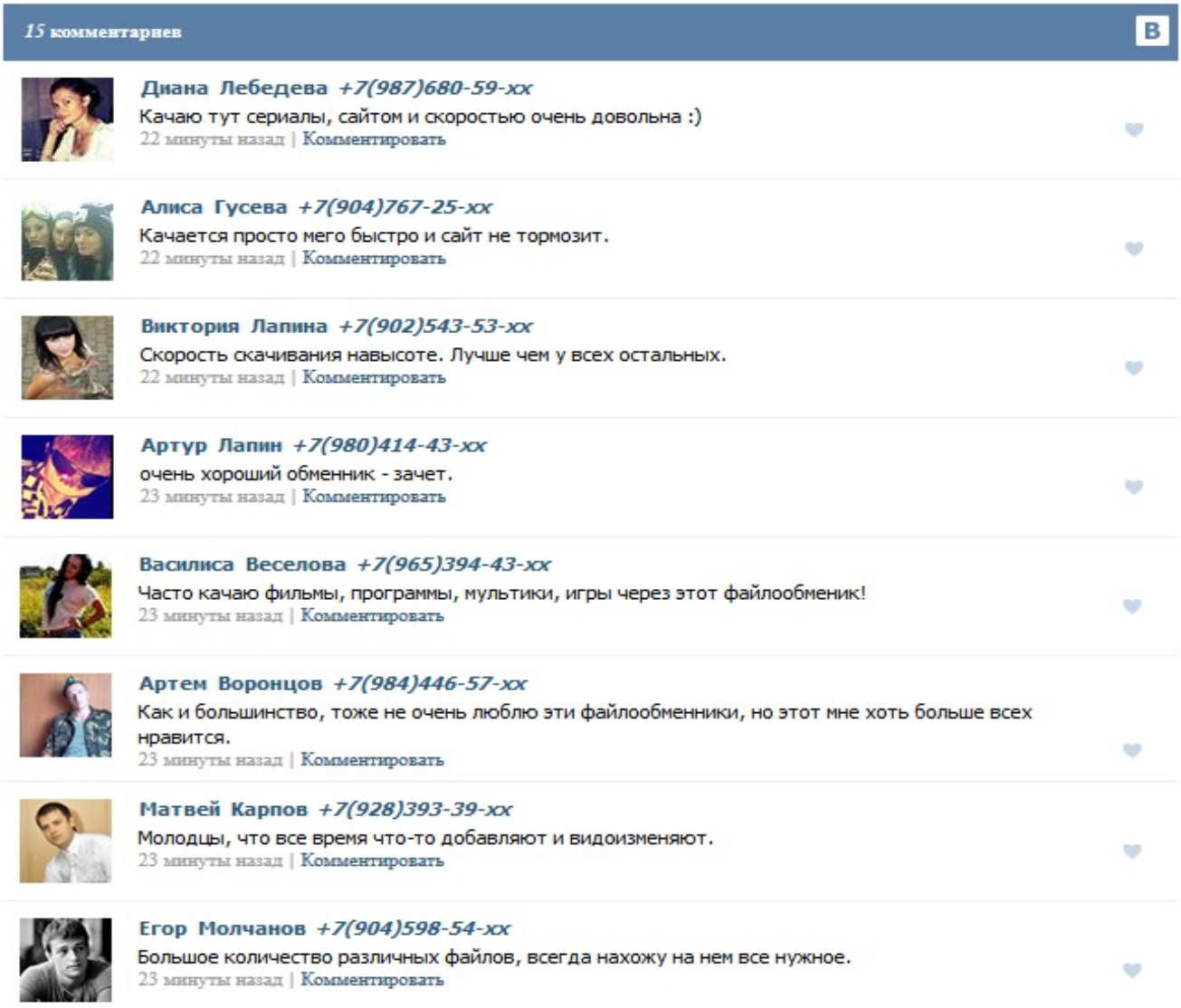реестр договоров в excel бланк скачать