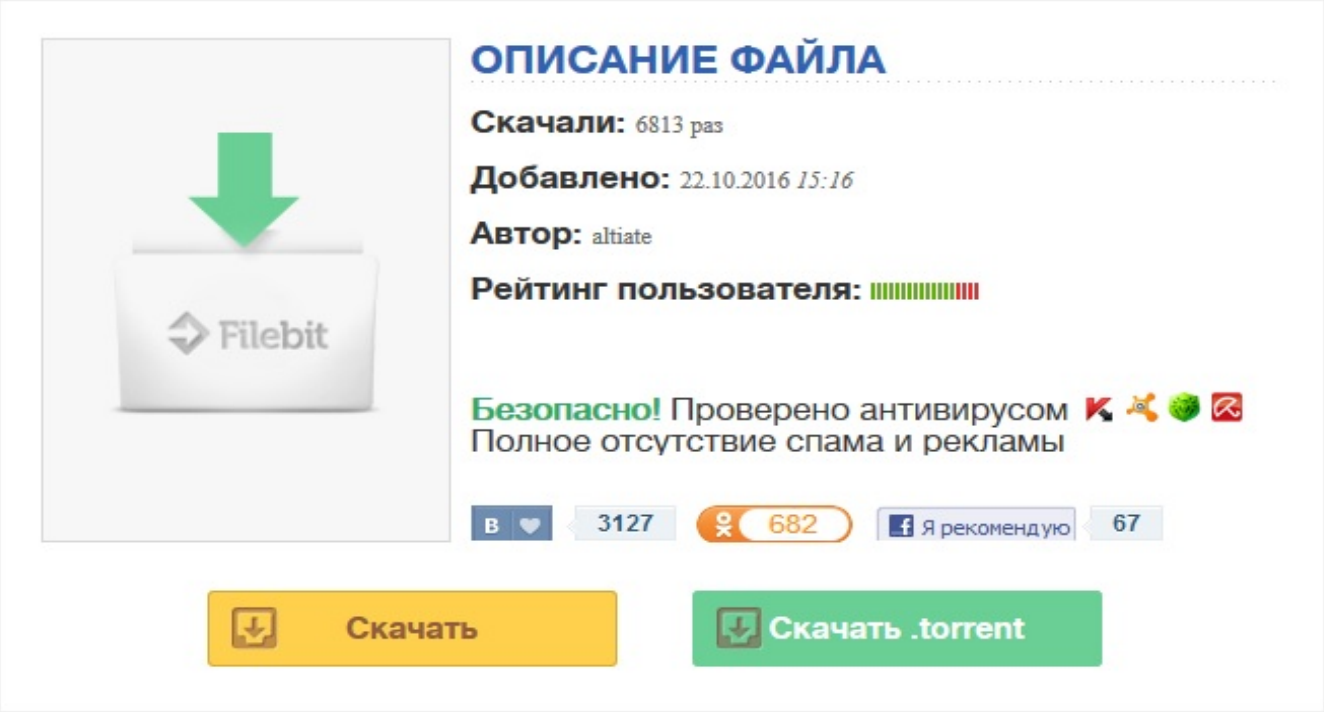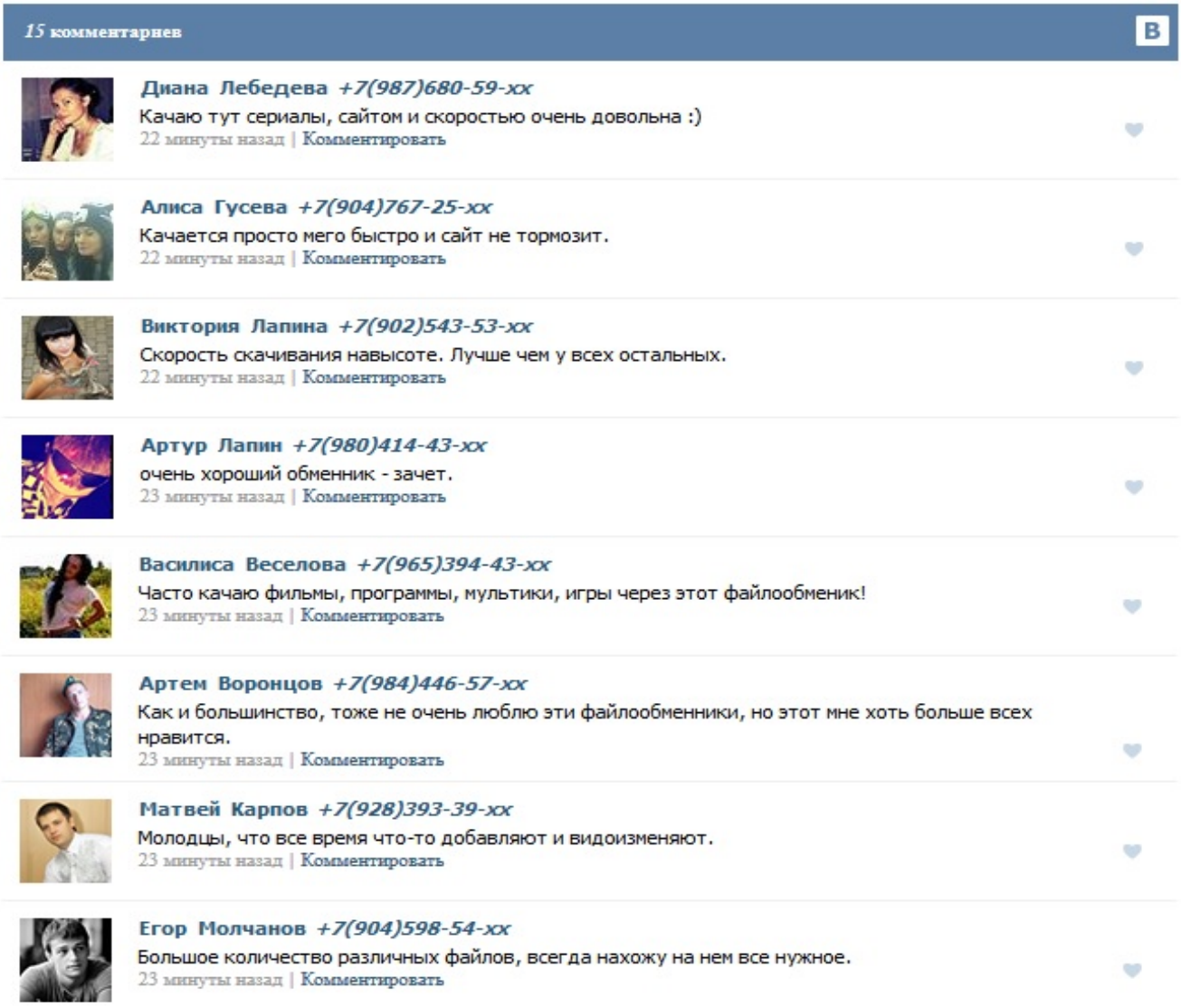бланк авансового отчета скачать бесплатно казахстан