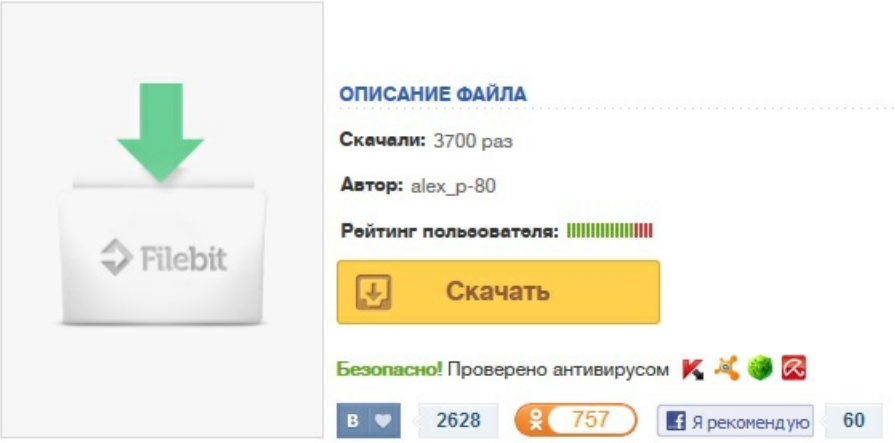бланк для поздравления сотрудников