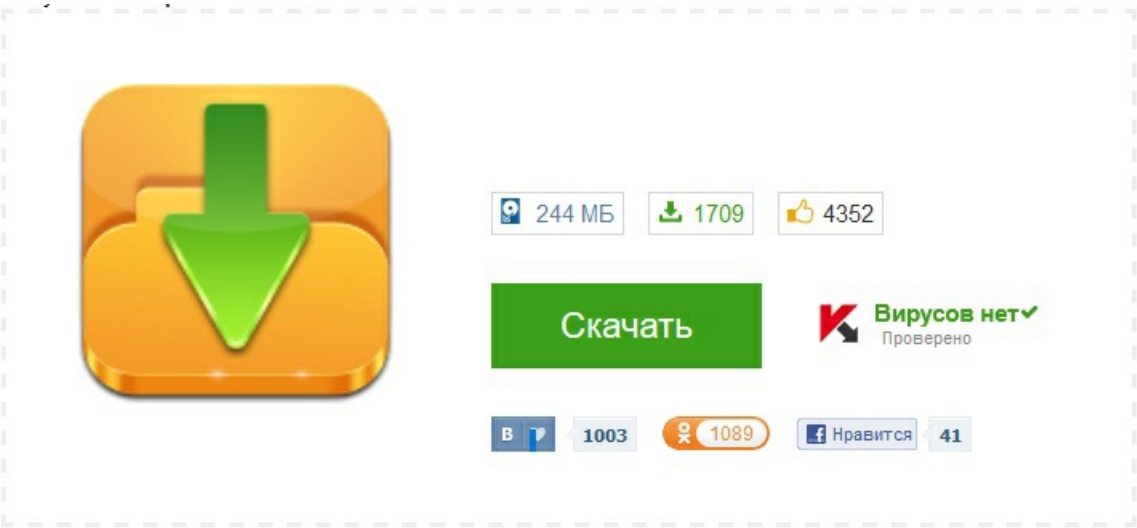бланк конверта в ворде