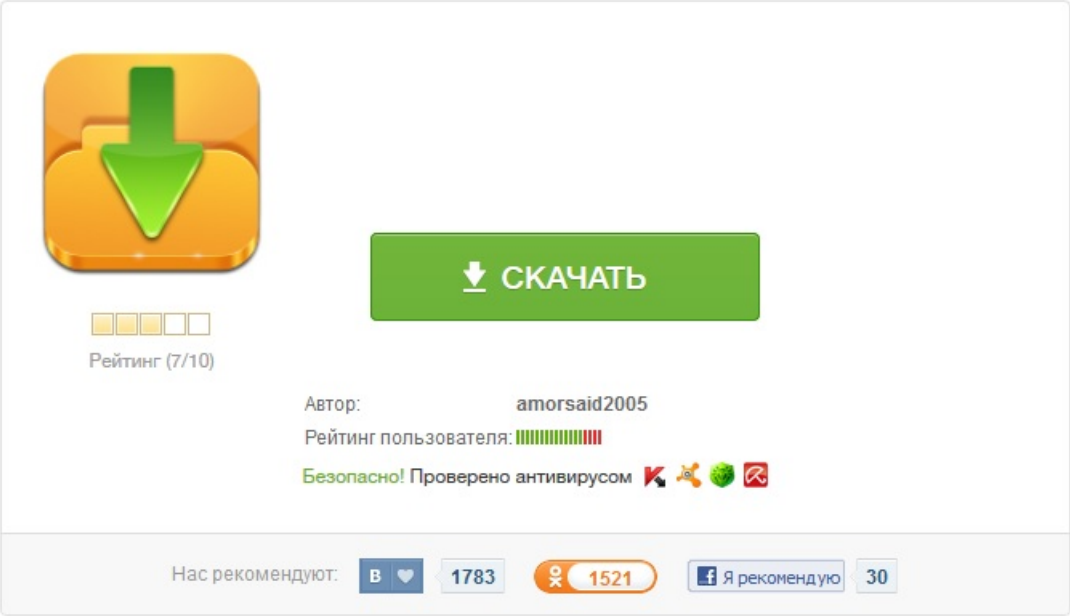бланк для посылки почта