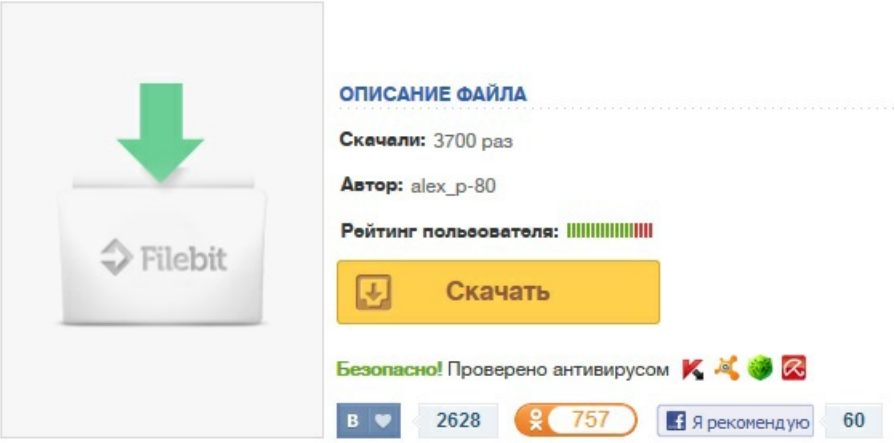бланк для посылки по почте