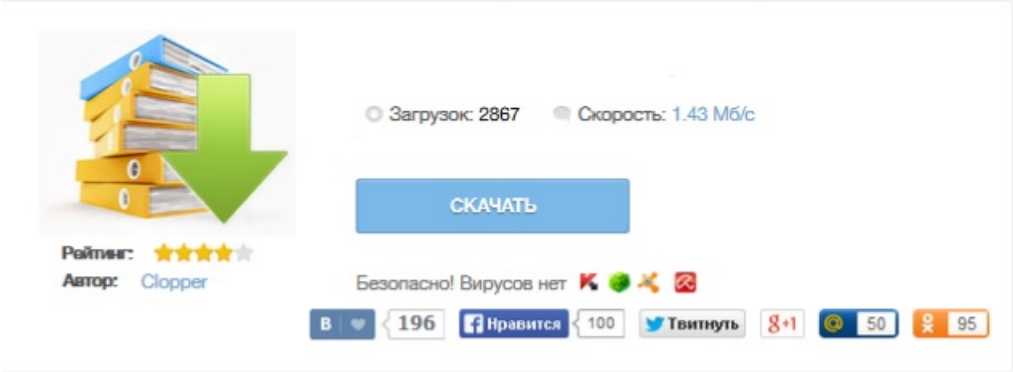образец заполнения посылки пакет