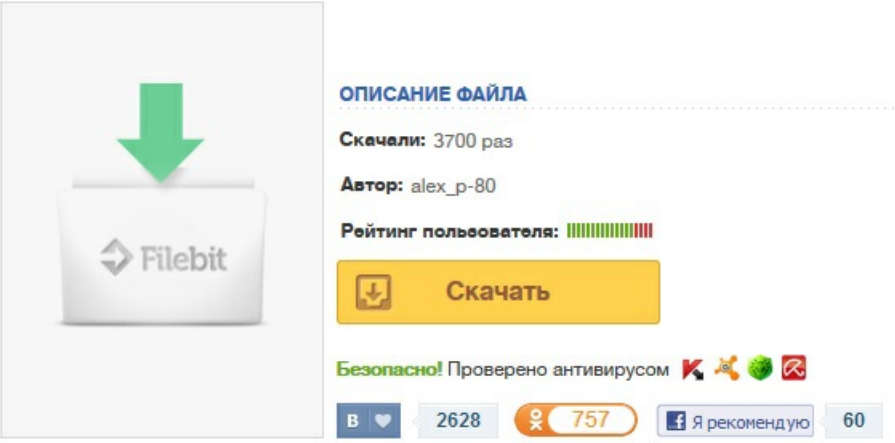акт технической готовности бланк