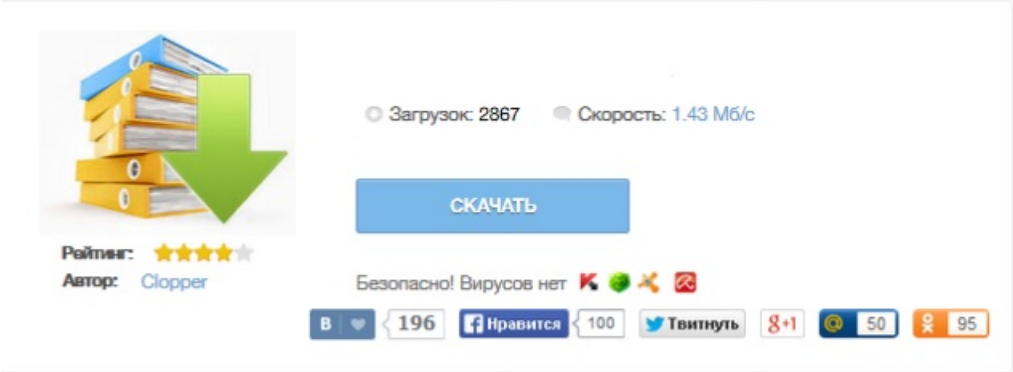готовые документы мфц симферополь