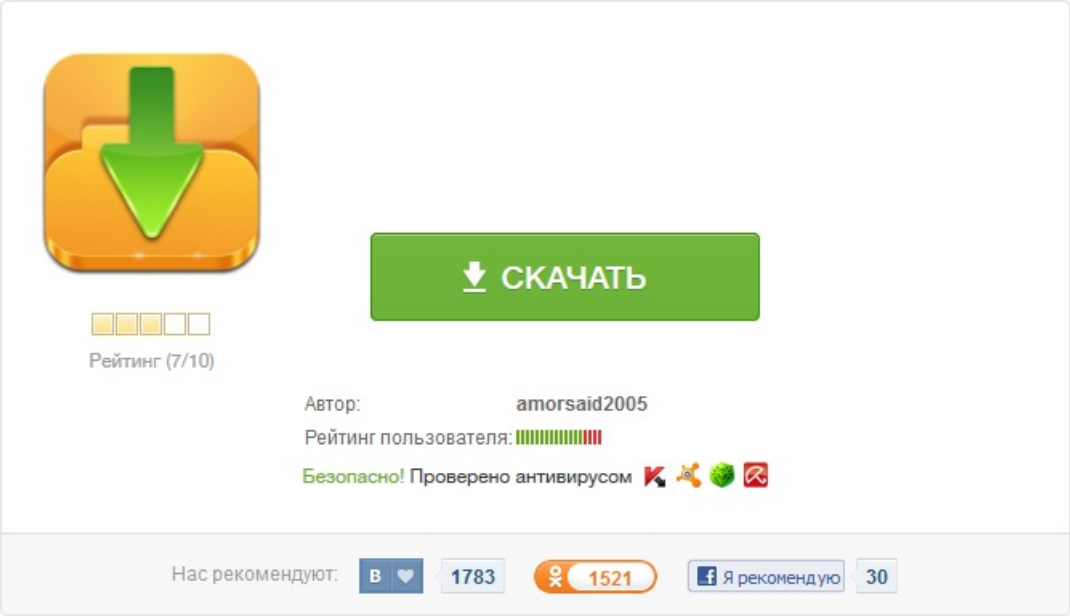готовые заявление