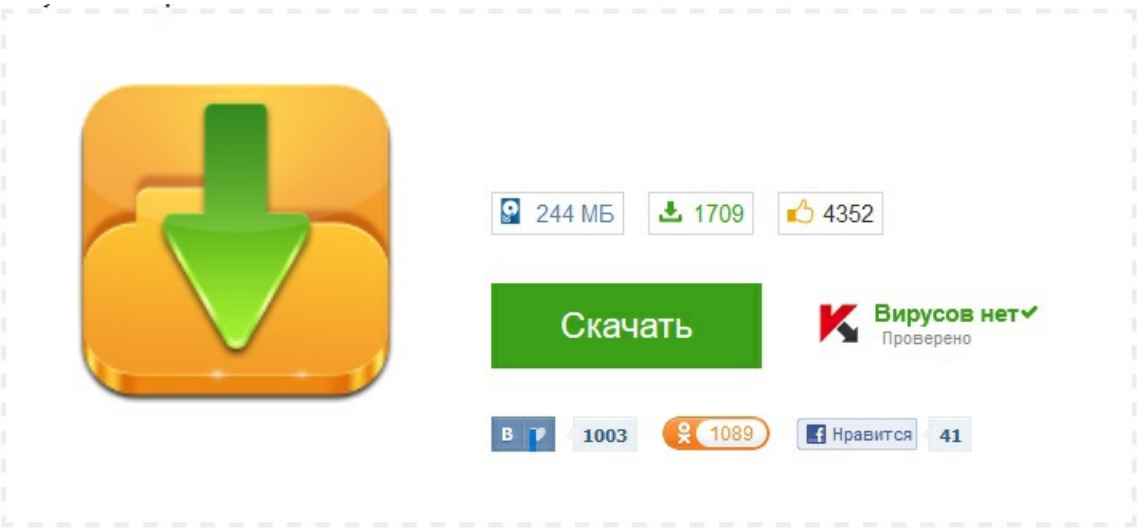бланк описи почта