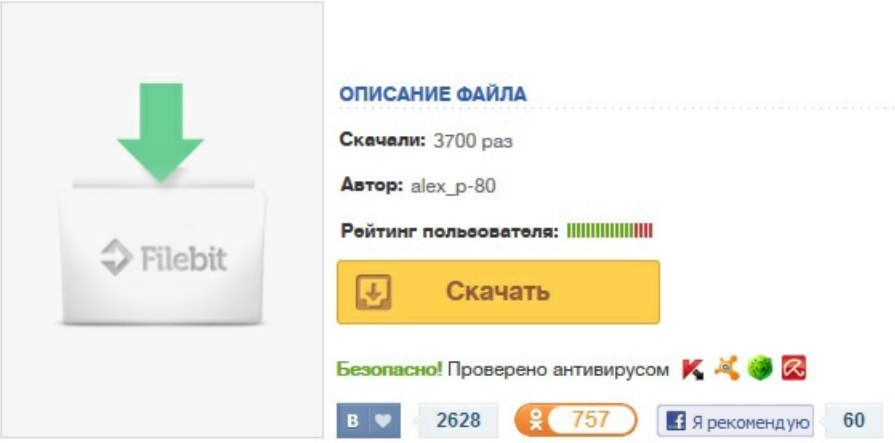заявка на доставку груза бланк скачать