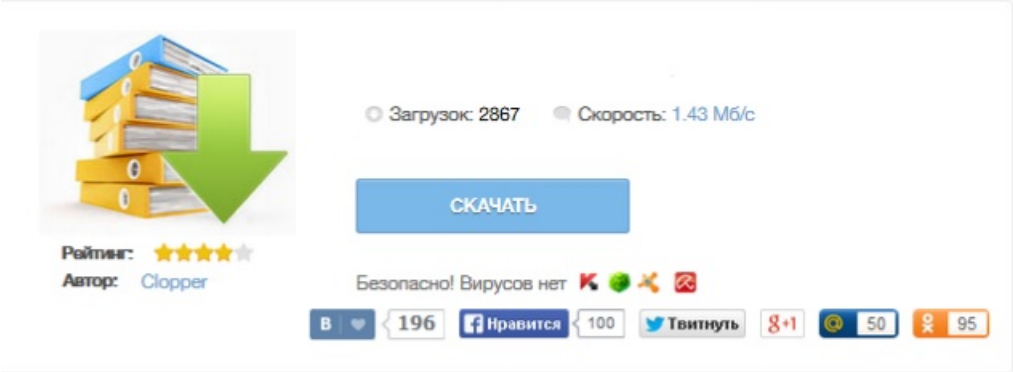форма расчетного листка образец 2016