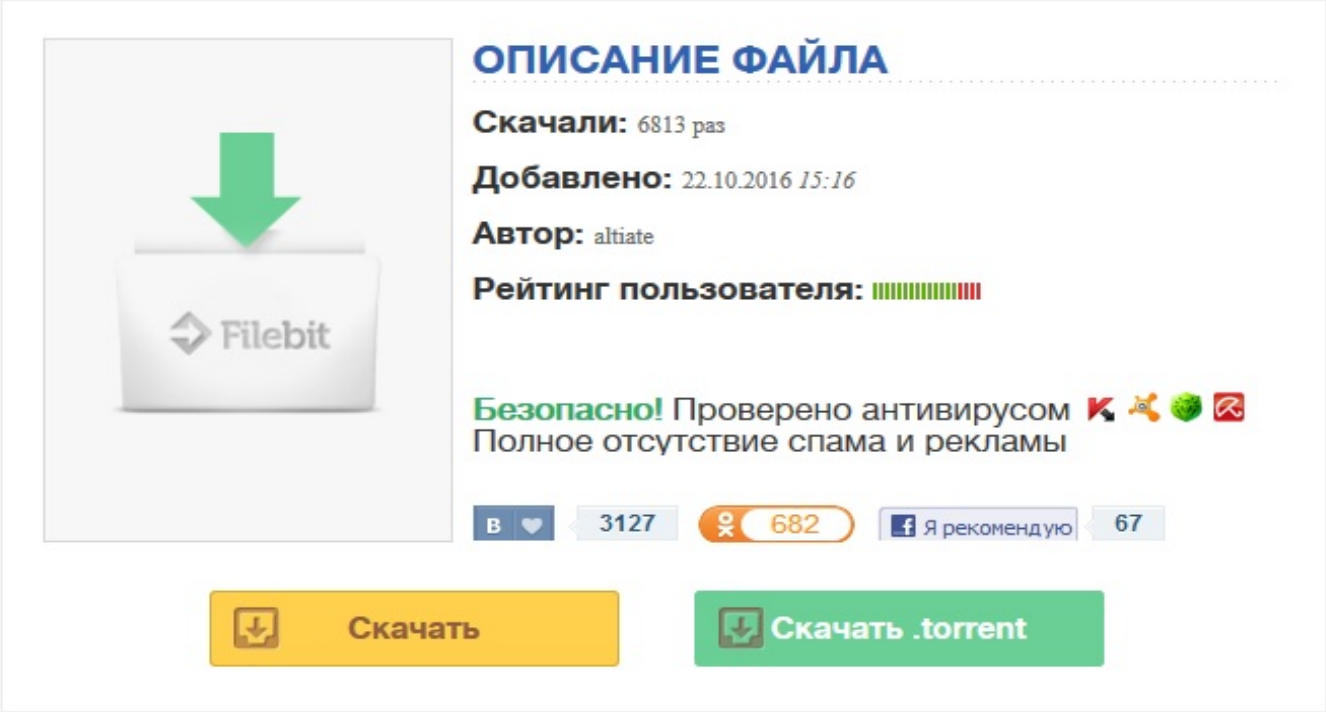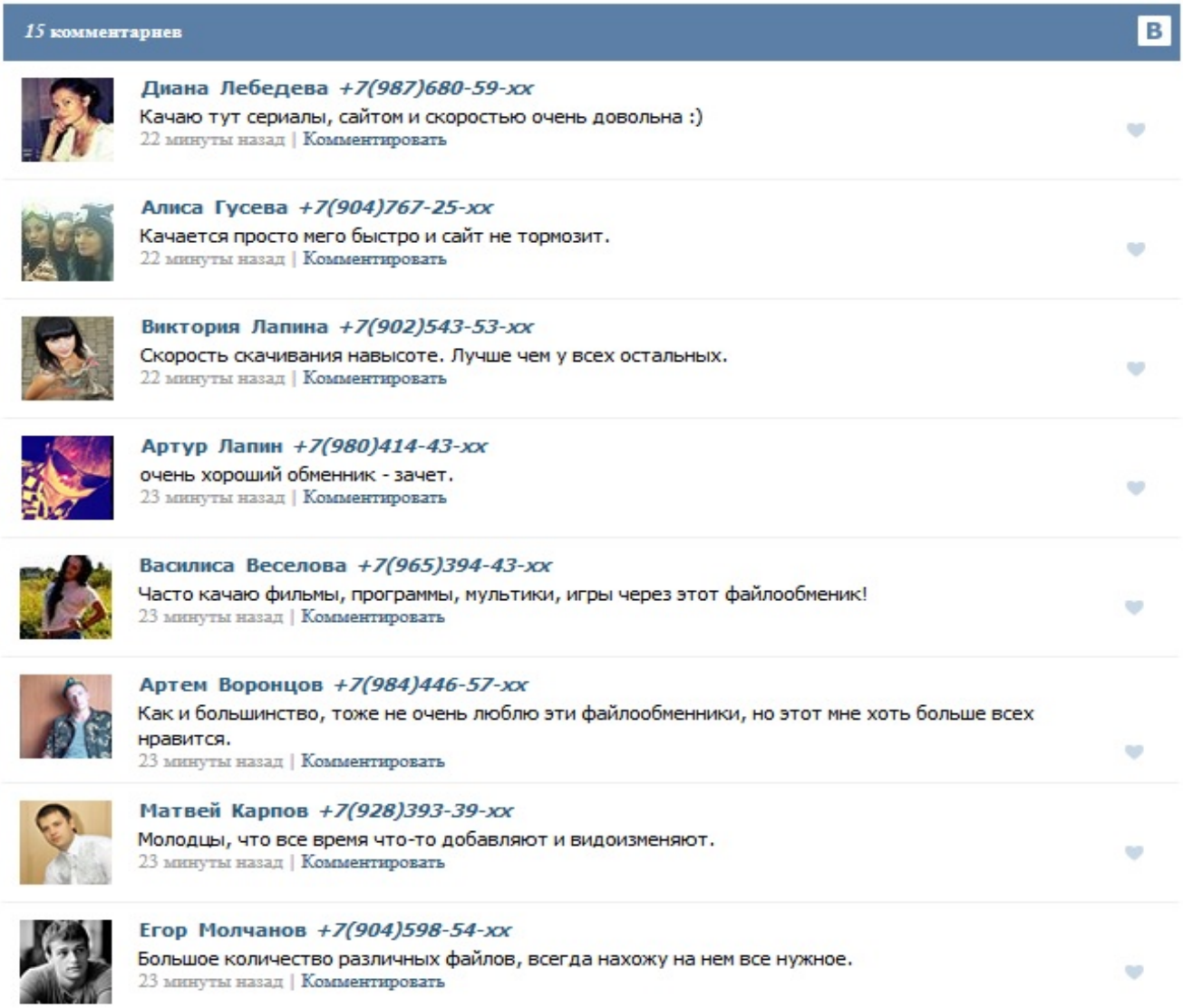образец заполнения пакета на посылку почта россии