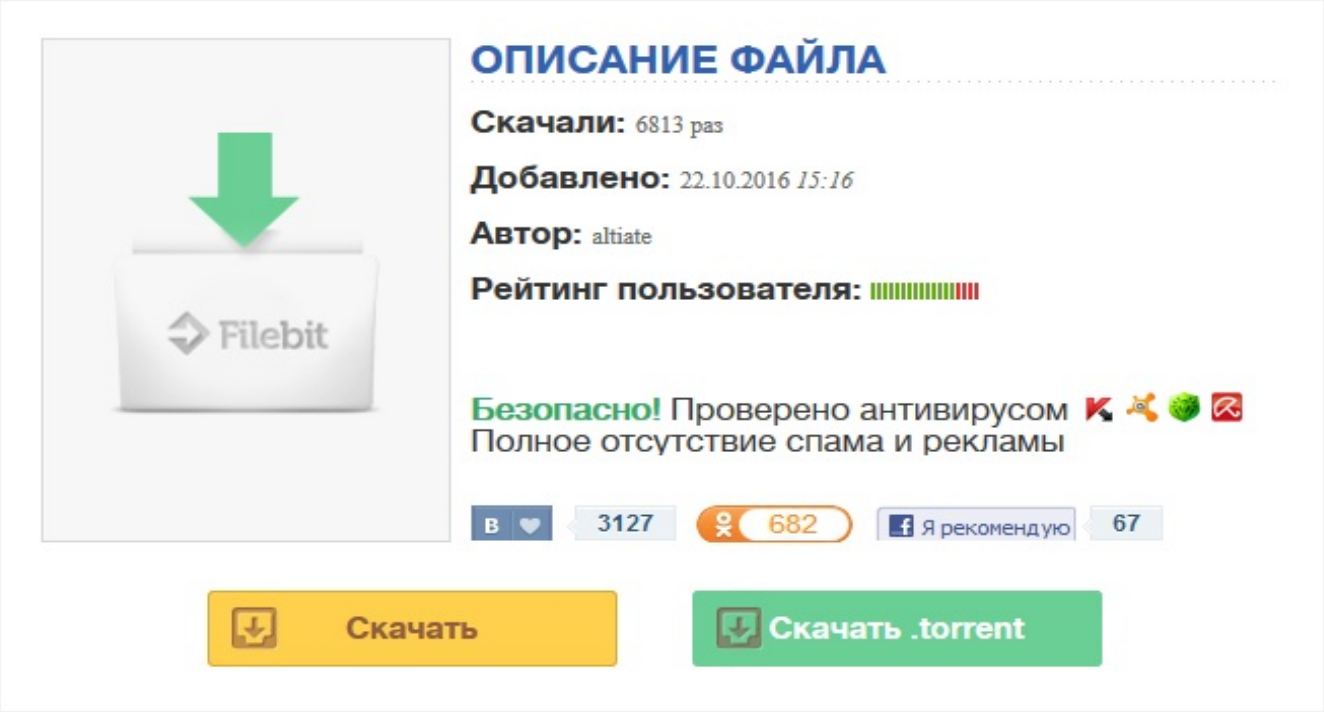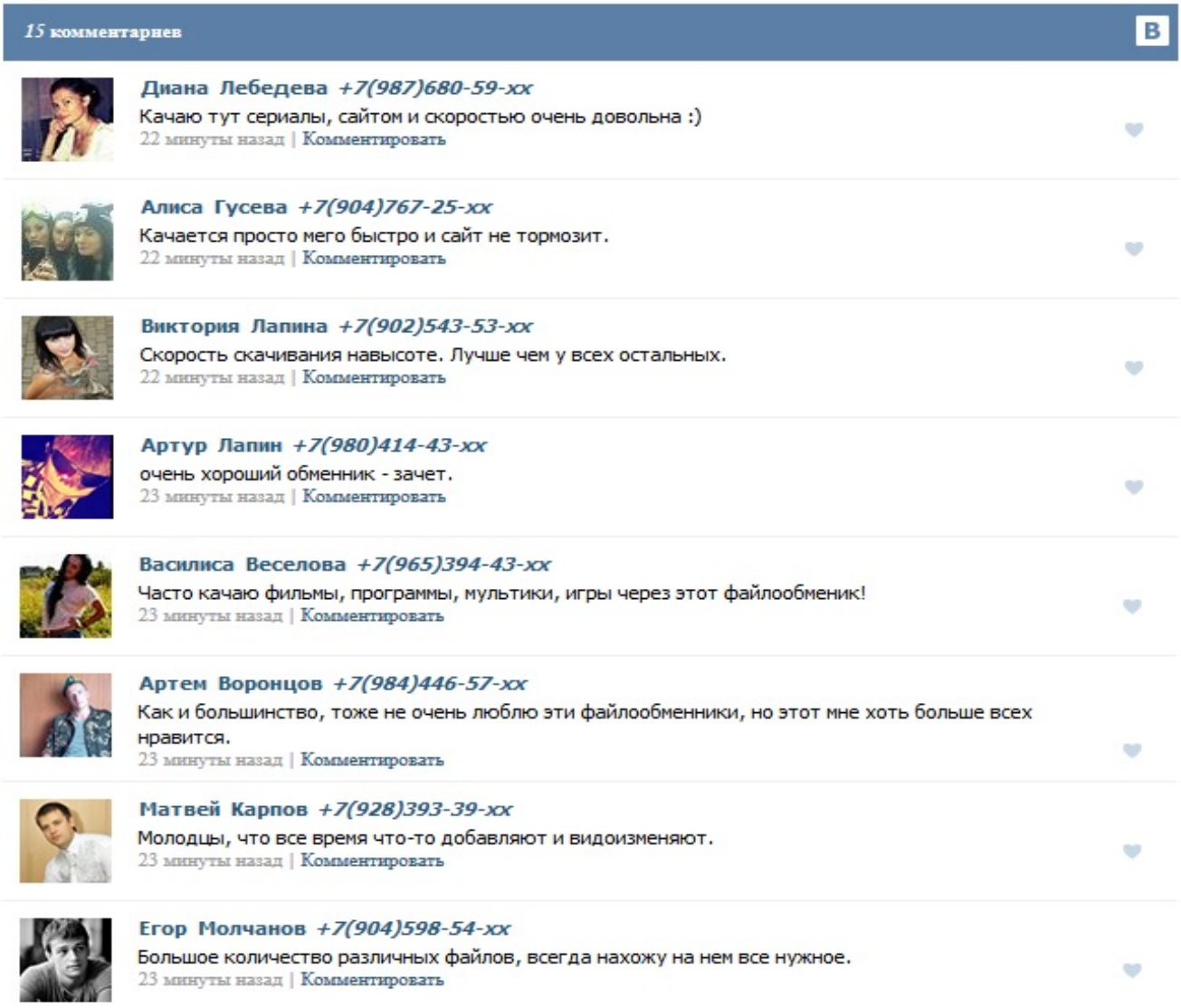товарный отчет в розничной торговле бланк скачать