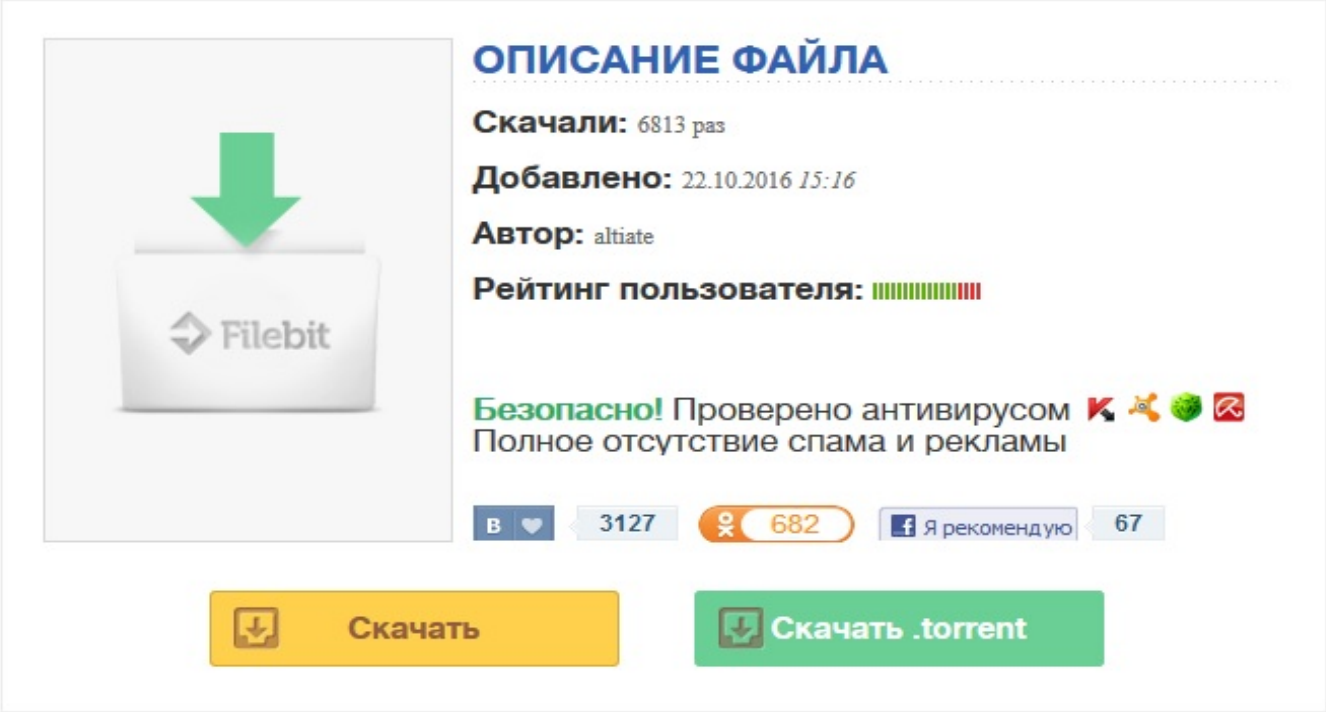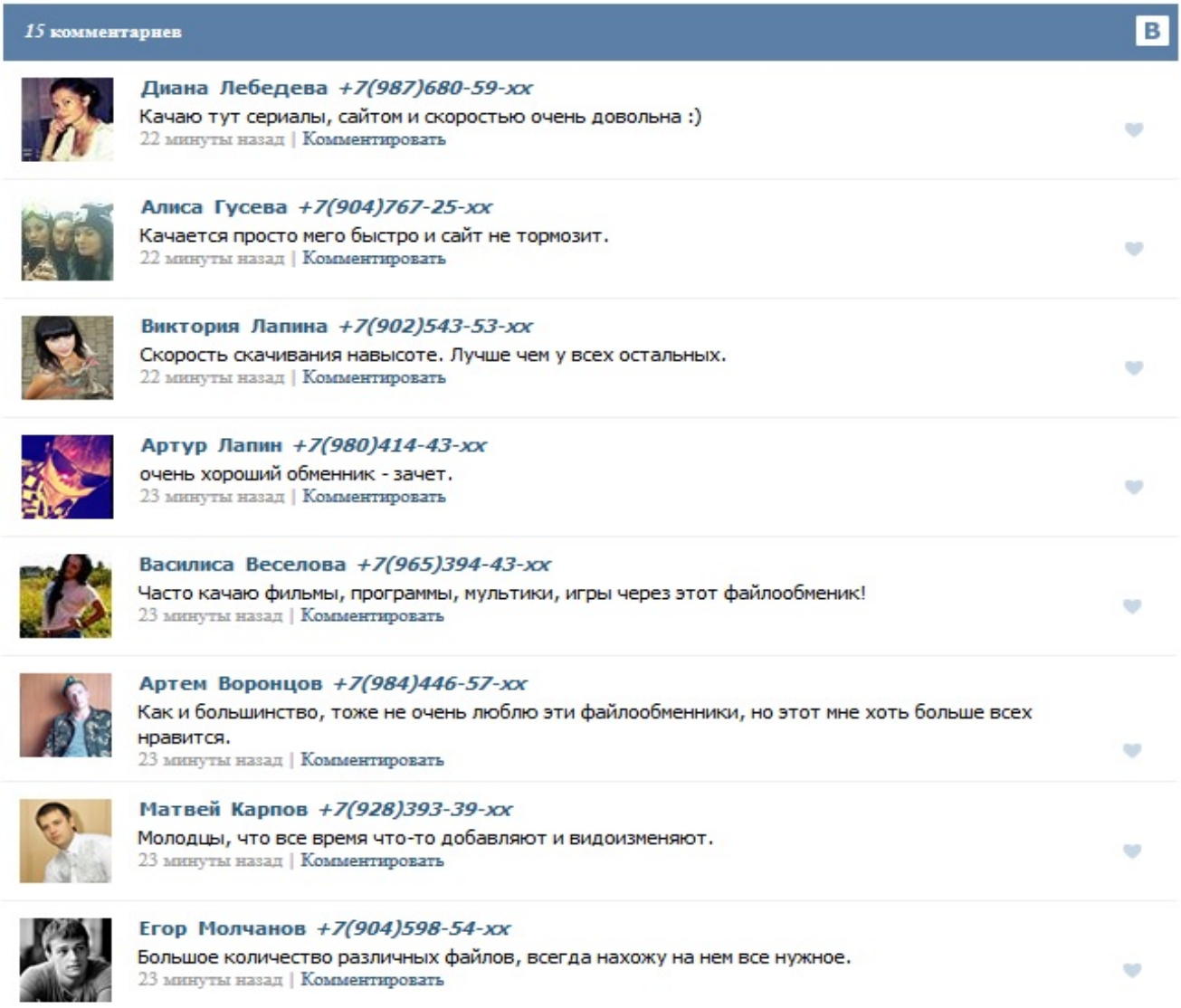карточка с образцами подписей и оттиска печати 2016 бланк