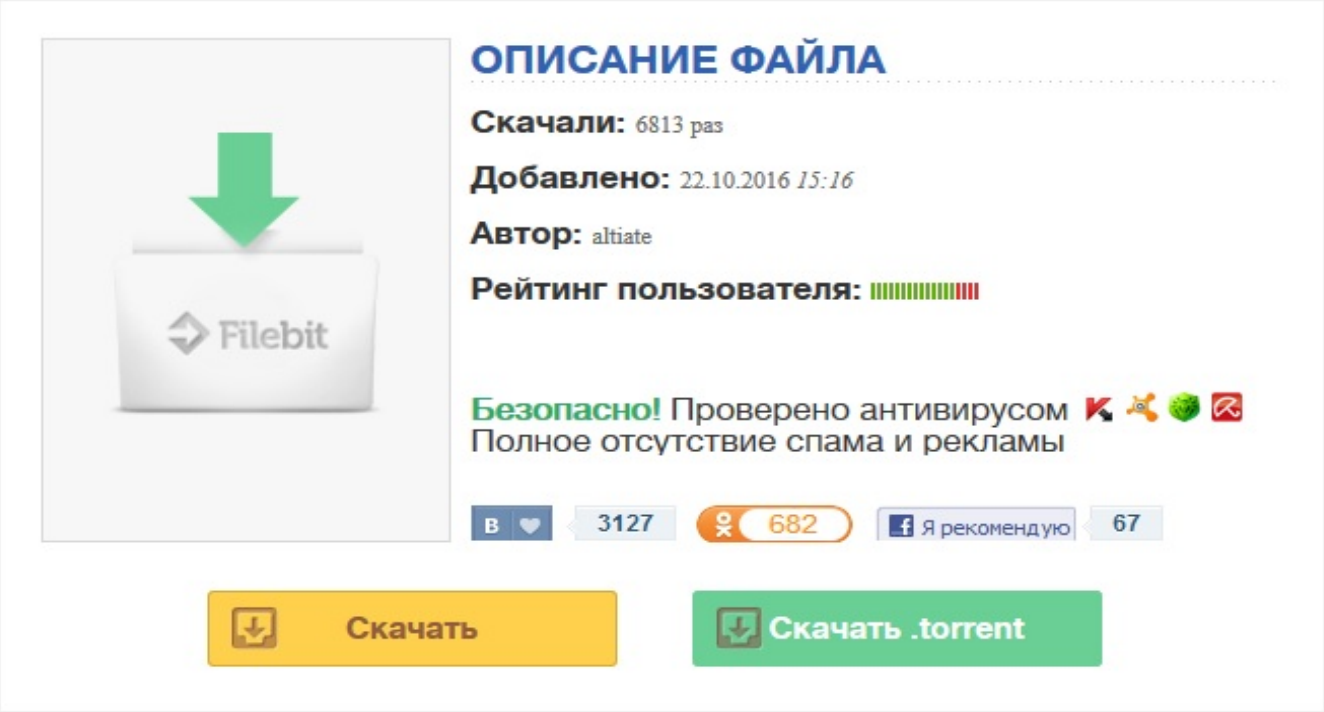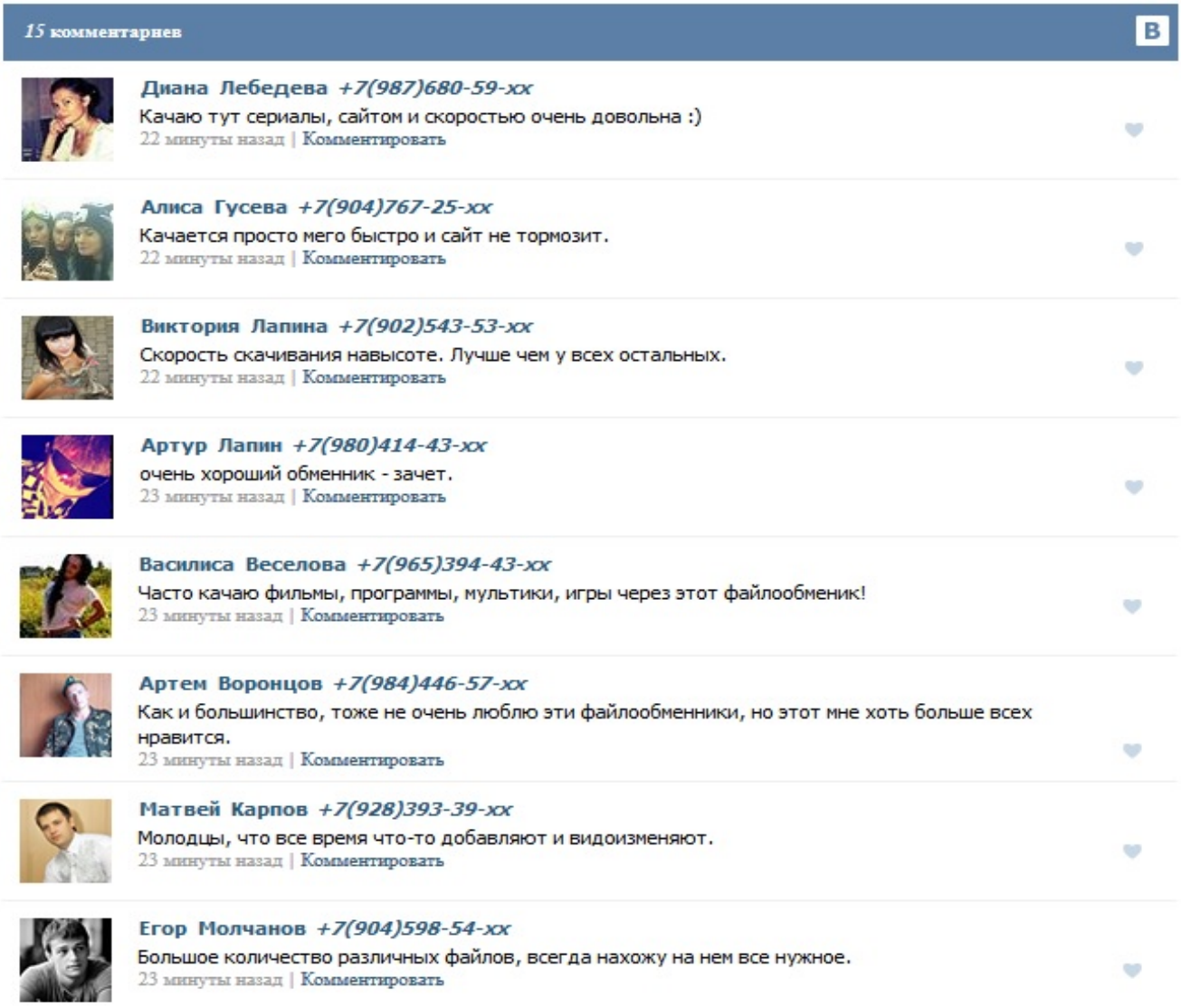бланк среднесписочный состав скачать бесплатно