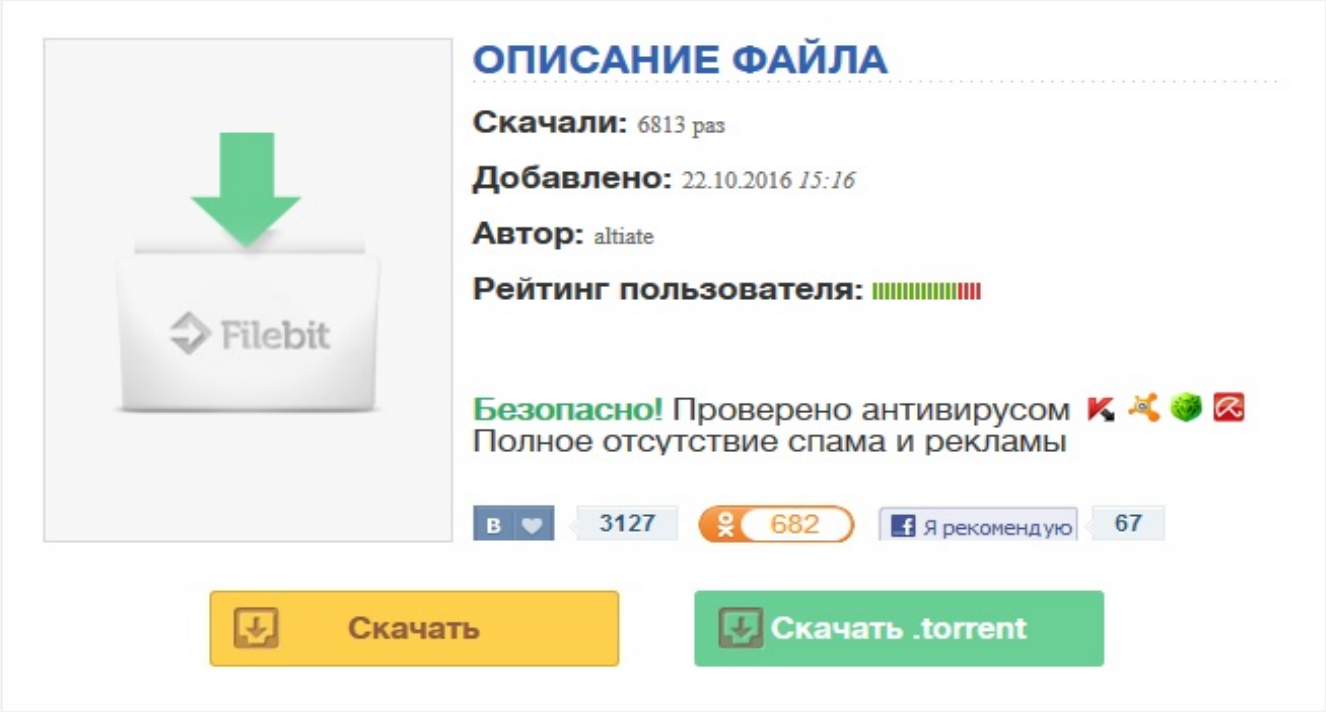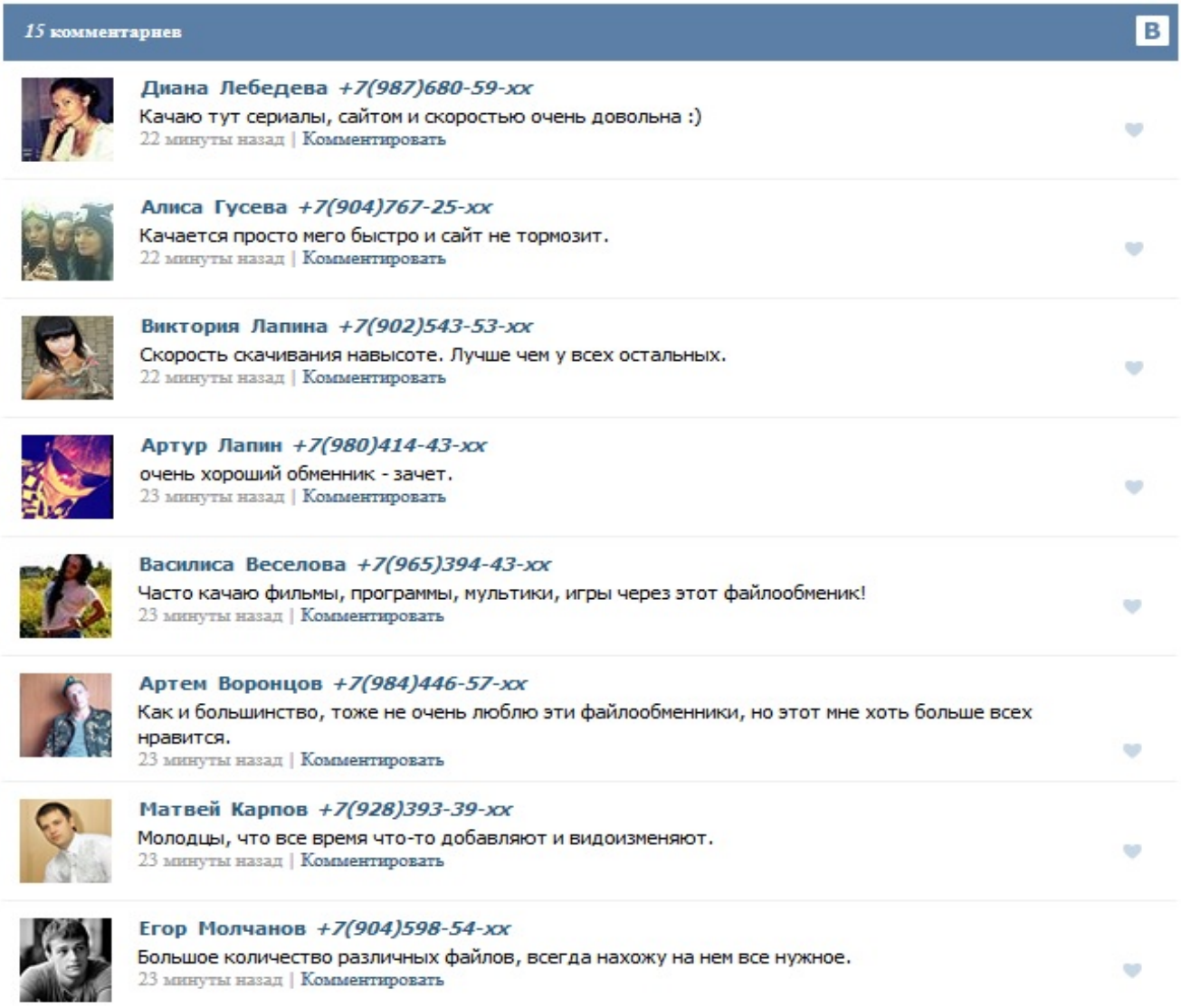бланк схема расположения реквизитов приказа