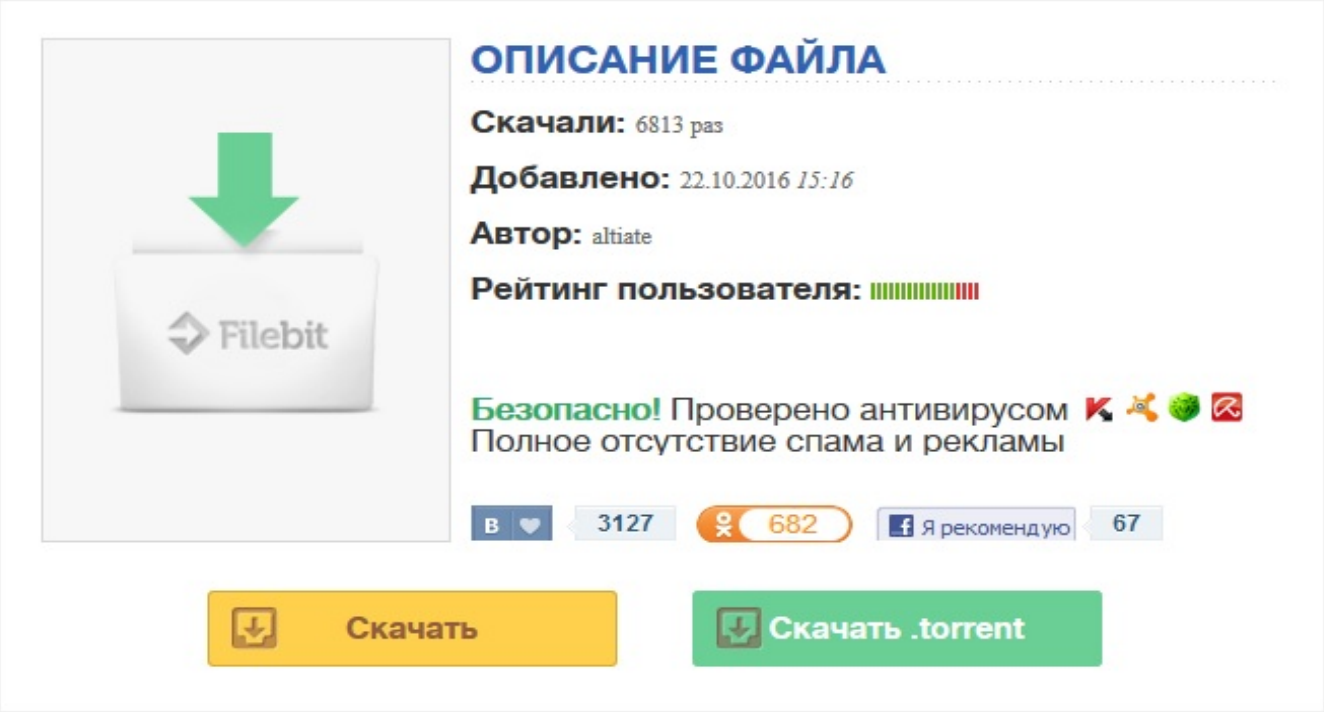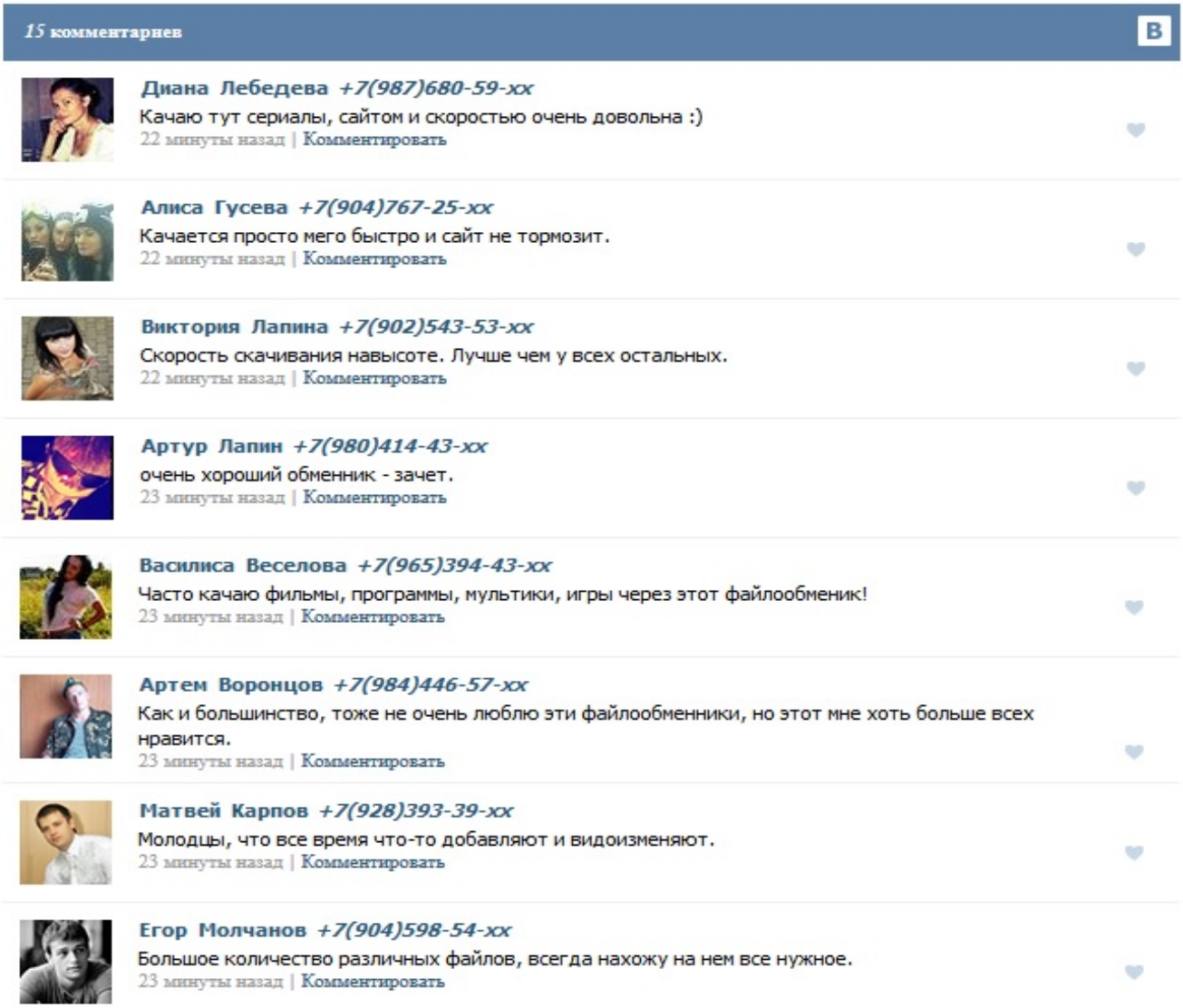бланк наложенного платежа почта россии скачать 2015