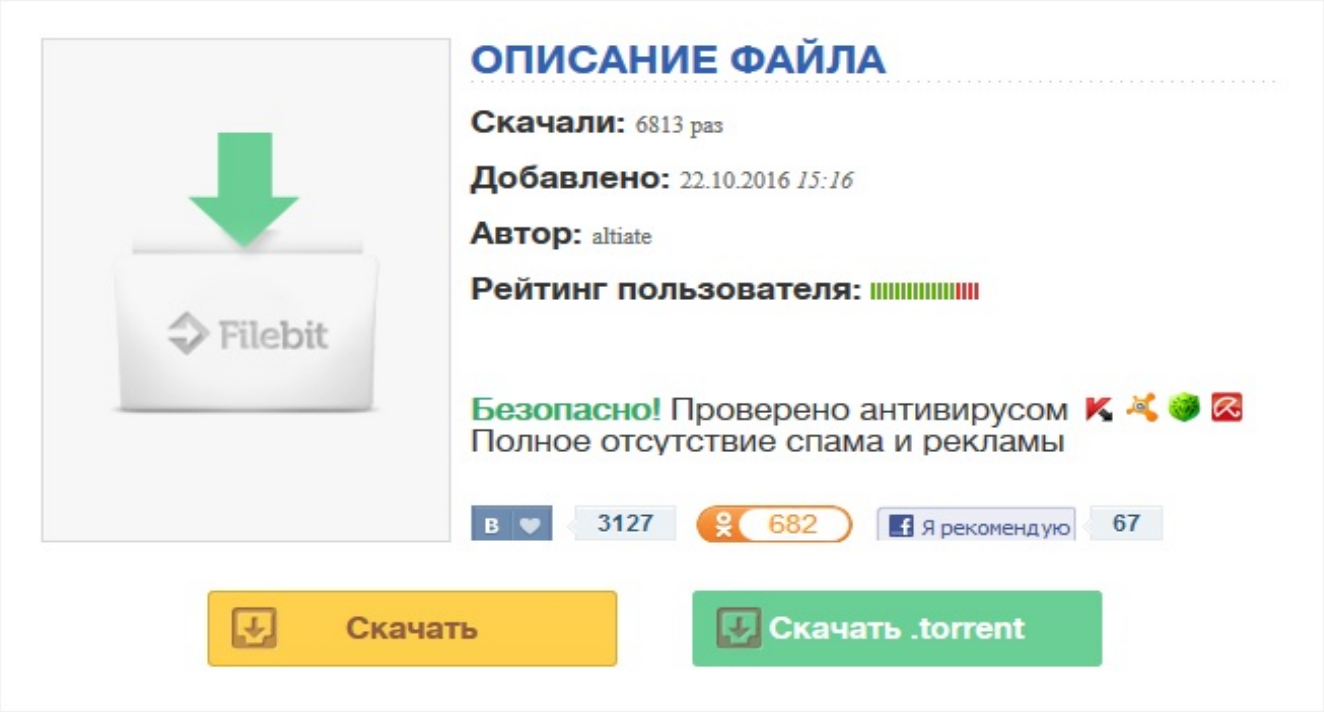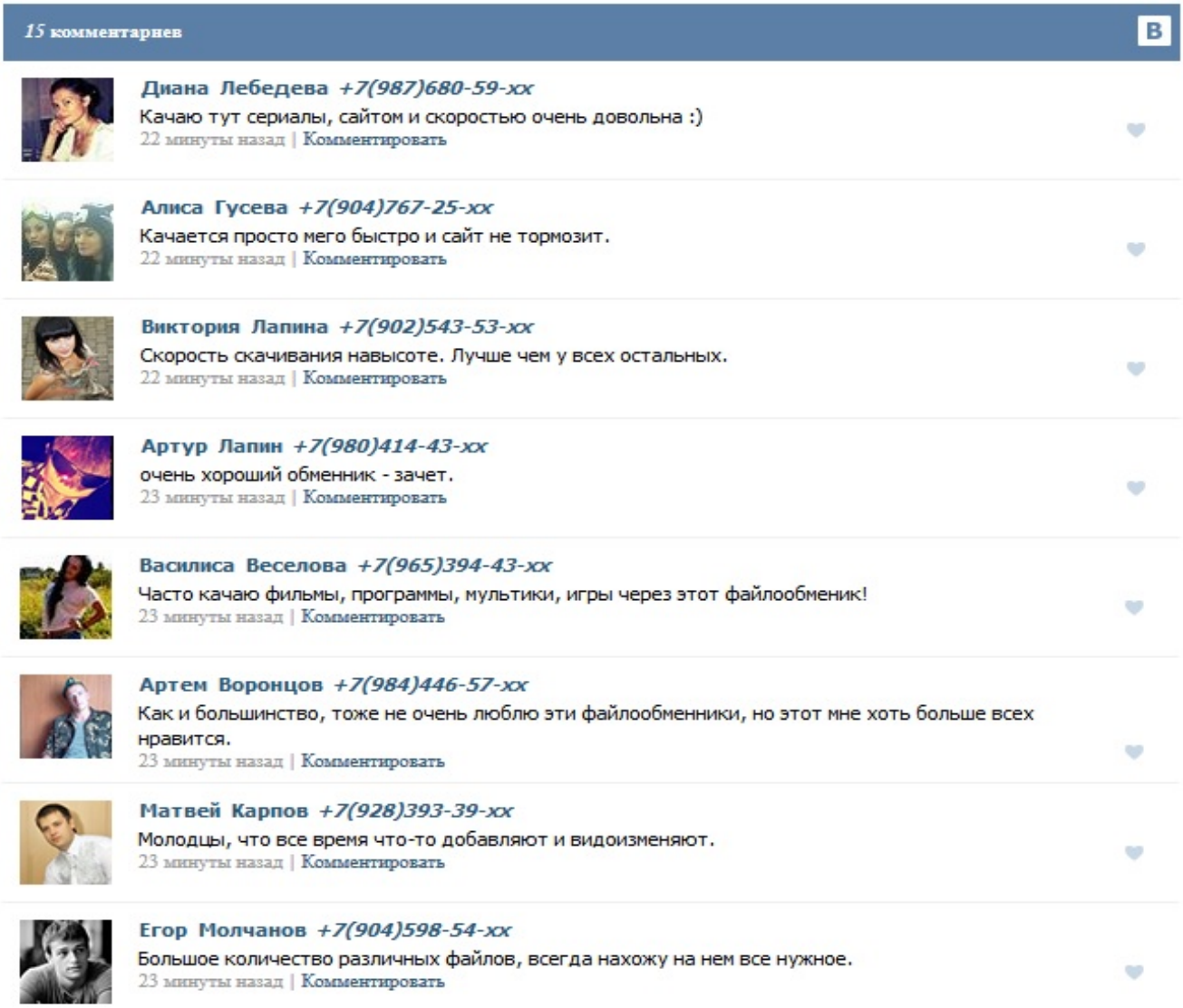номенклатура дел бланк скачать архив