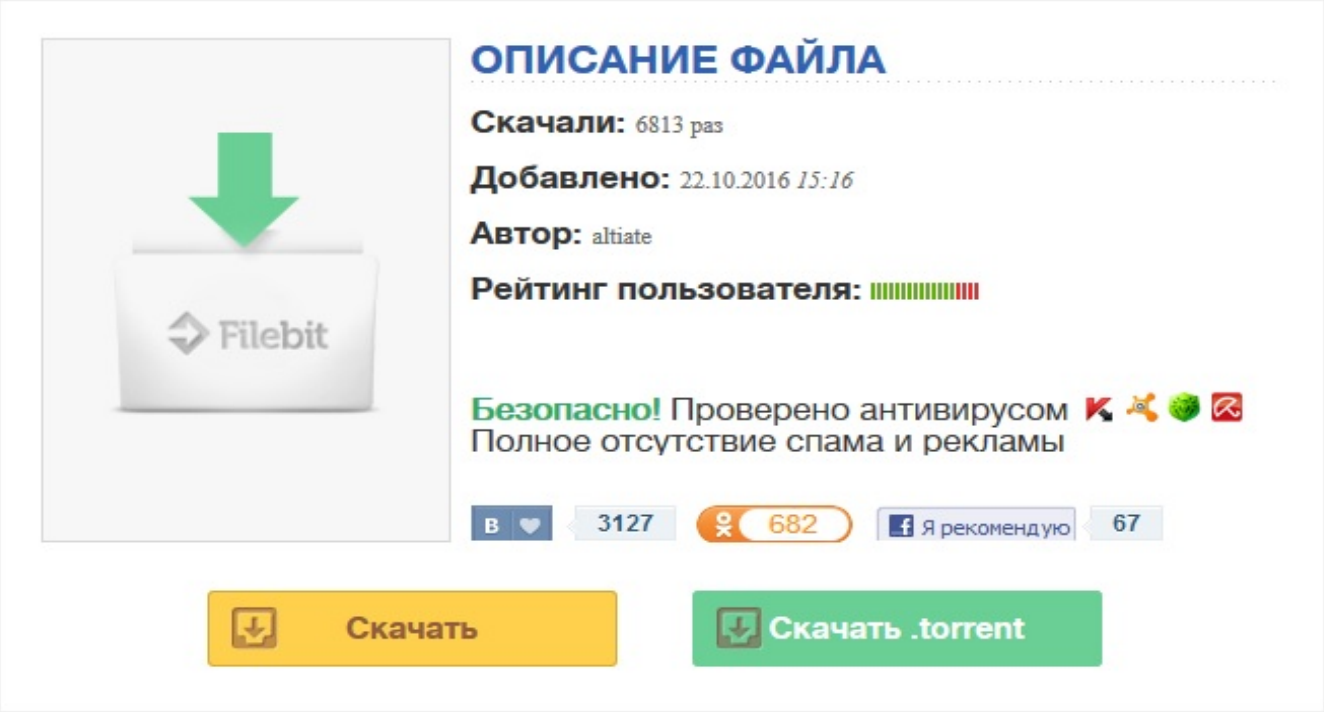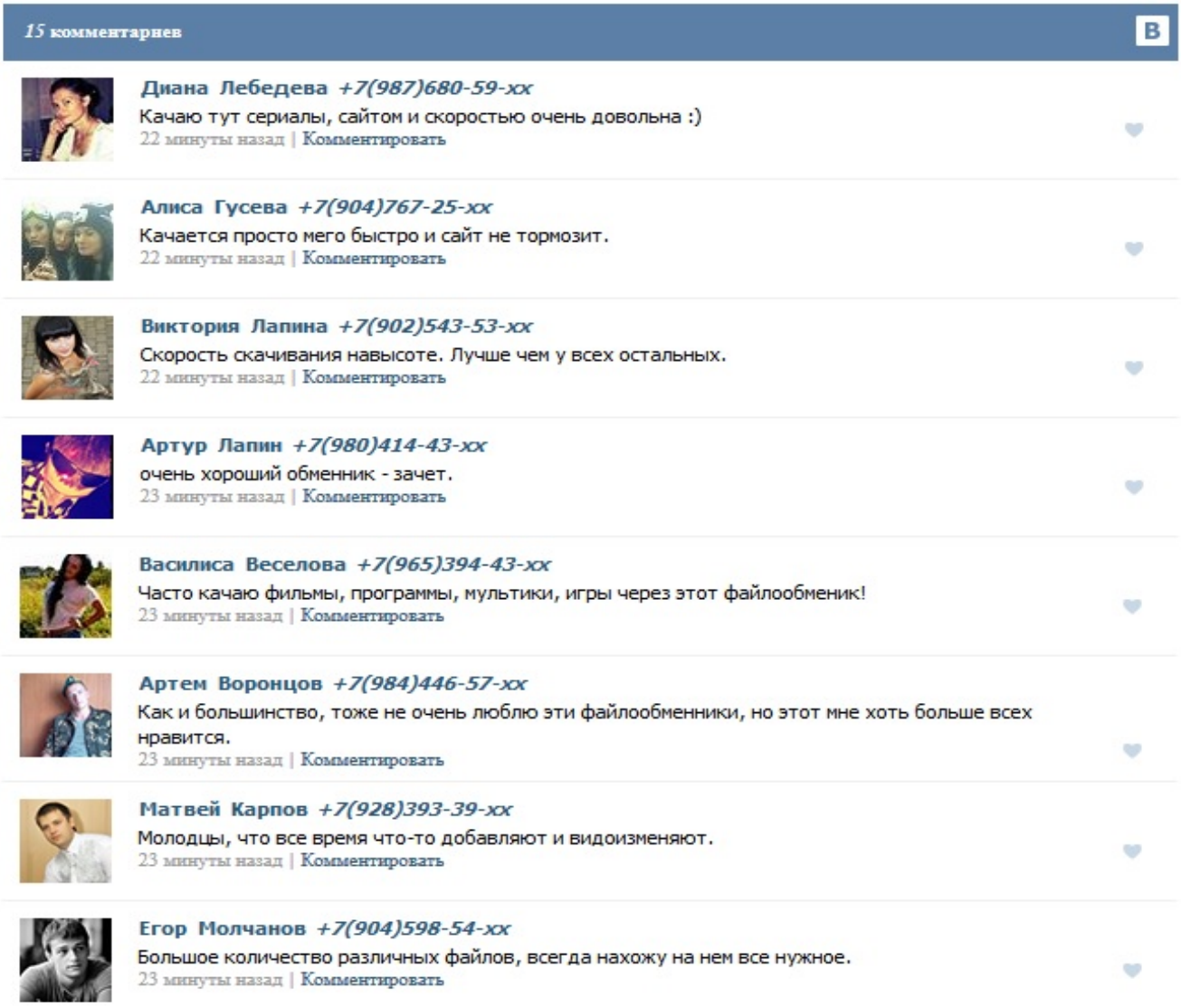официальный бланк организации пример