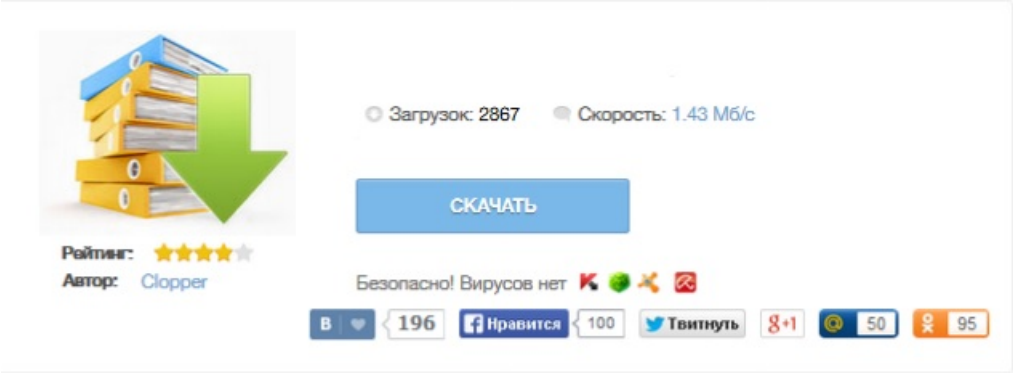мое дело бланки документов