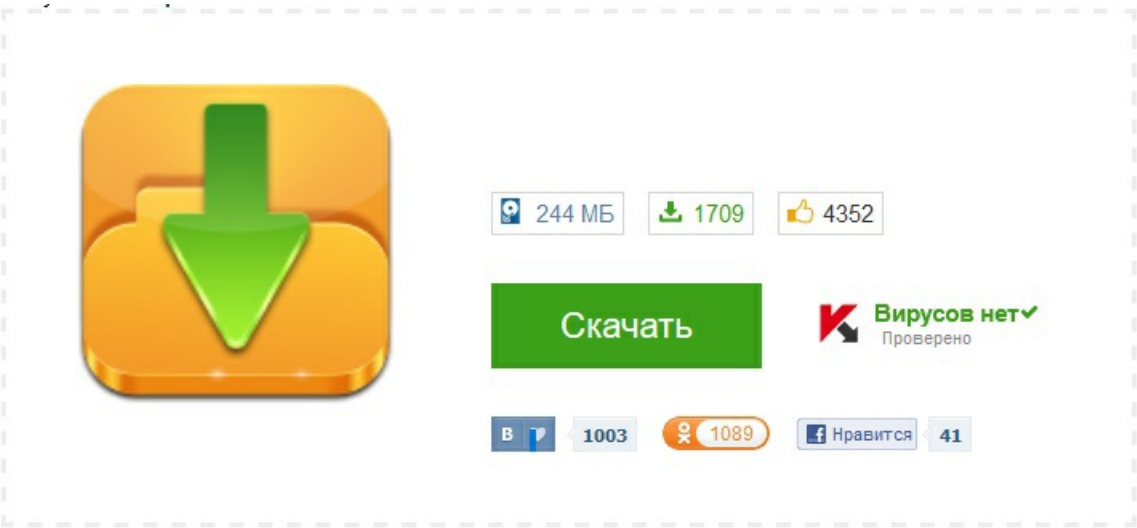бухгалтер 911 бланки скачать 2016