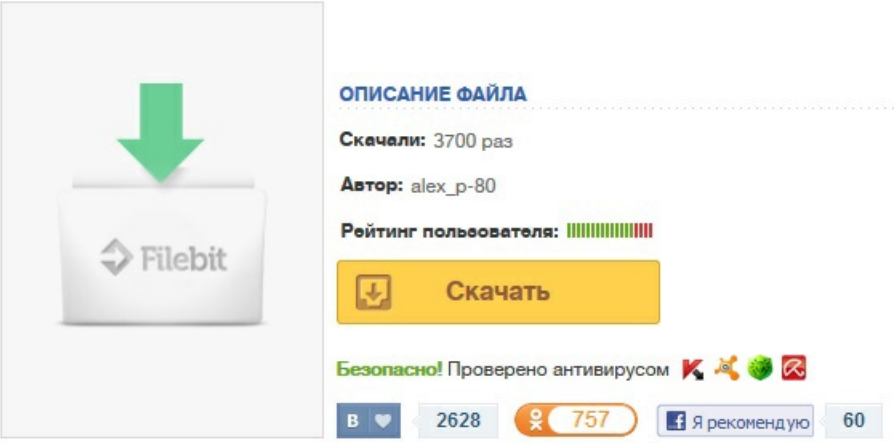акт жбу бланк скачать