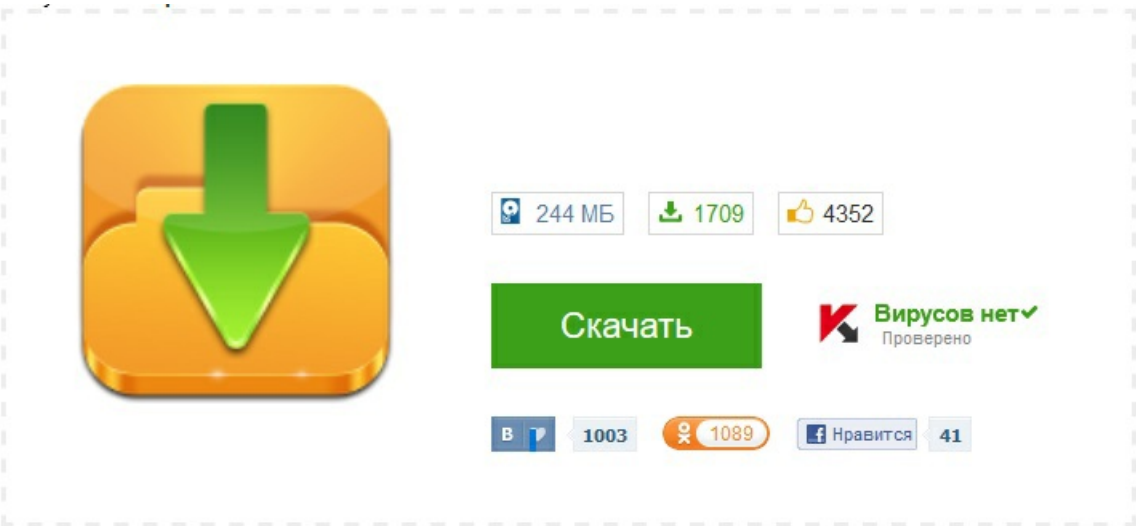бланк печати на конверте а4