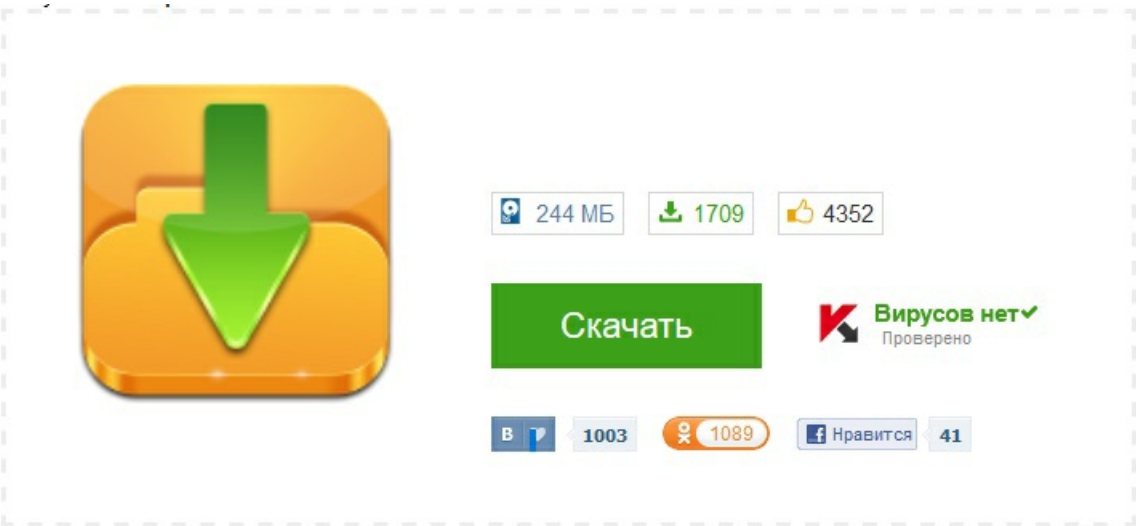упаковочный лист бланк образец