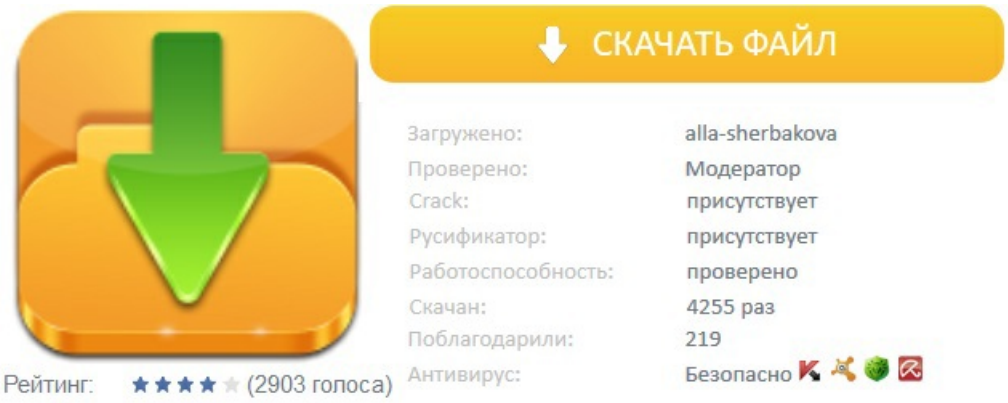путевой лист бланк 2016