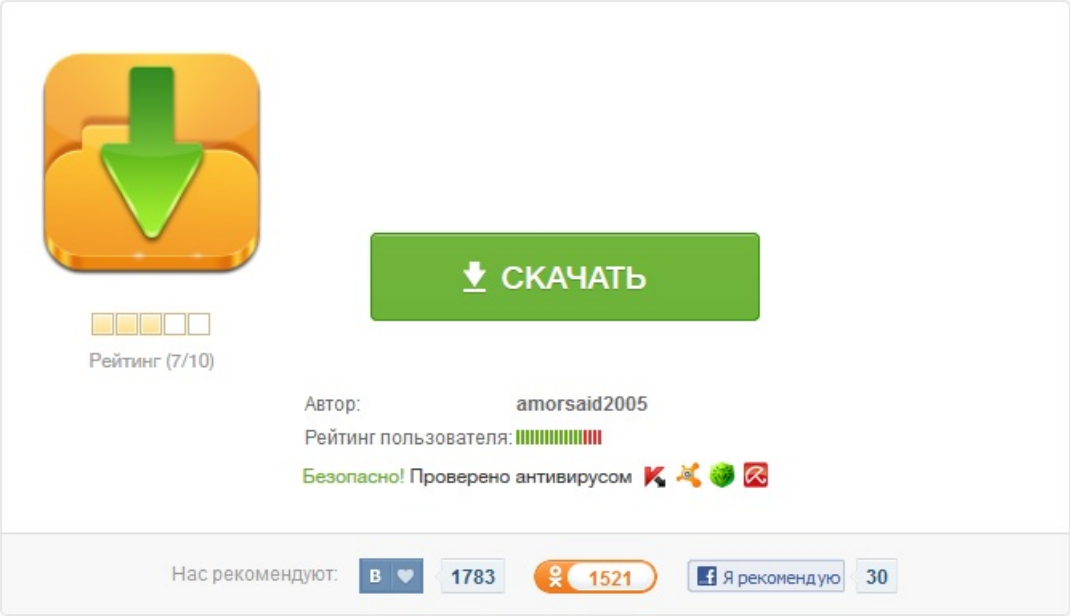бланк пко скачать бесплатно