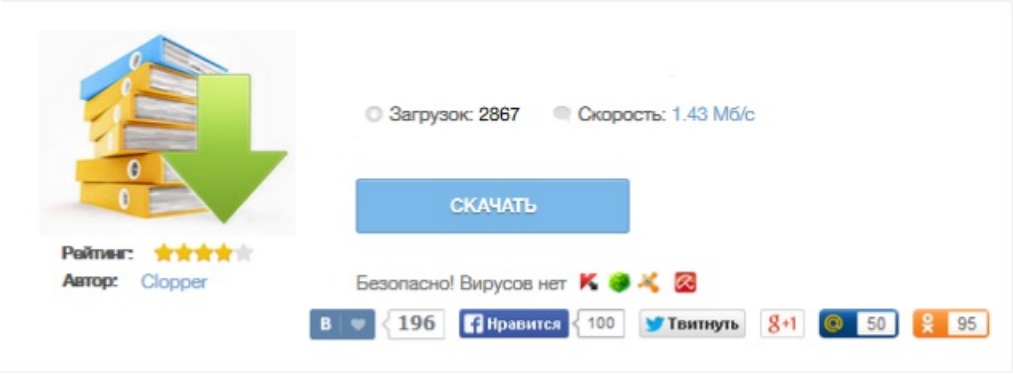пко и рко бланки скачать