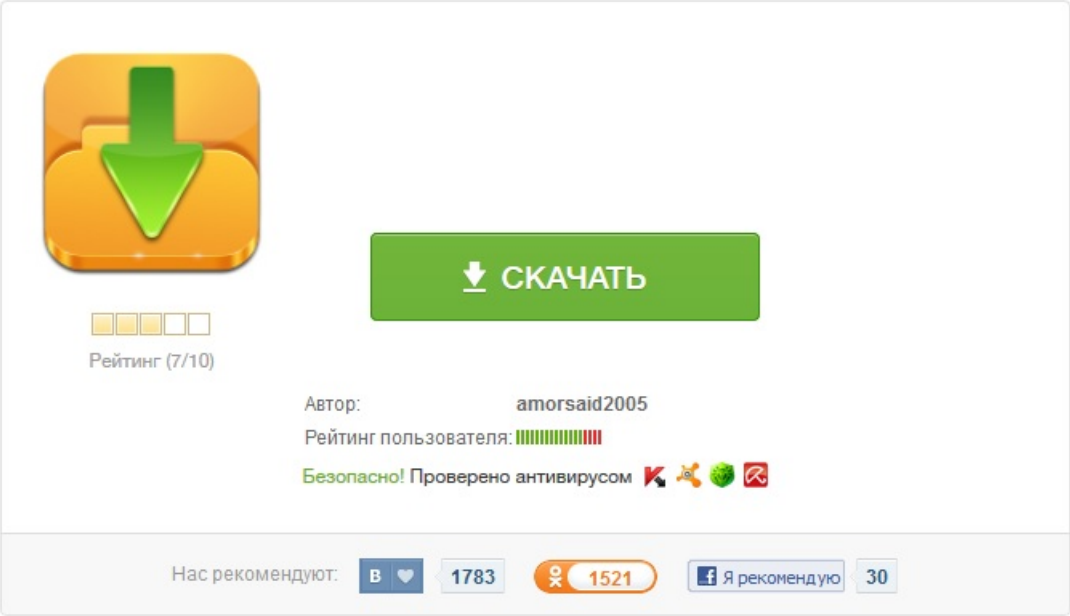почта бланки 112 пдф