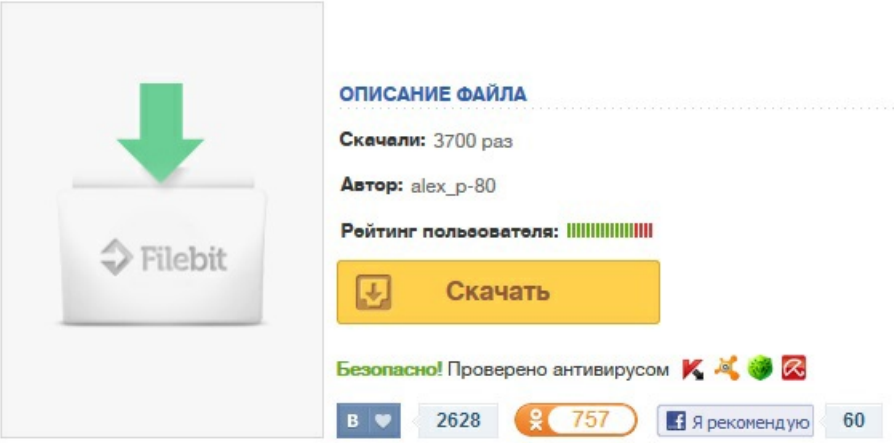бланк приказа форма т-9