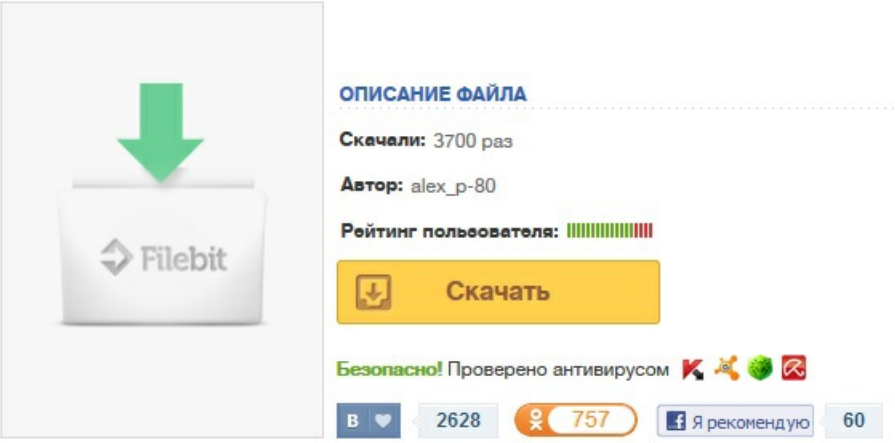бланк приказа о премировании форма т-11