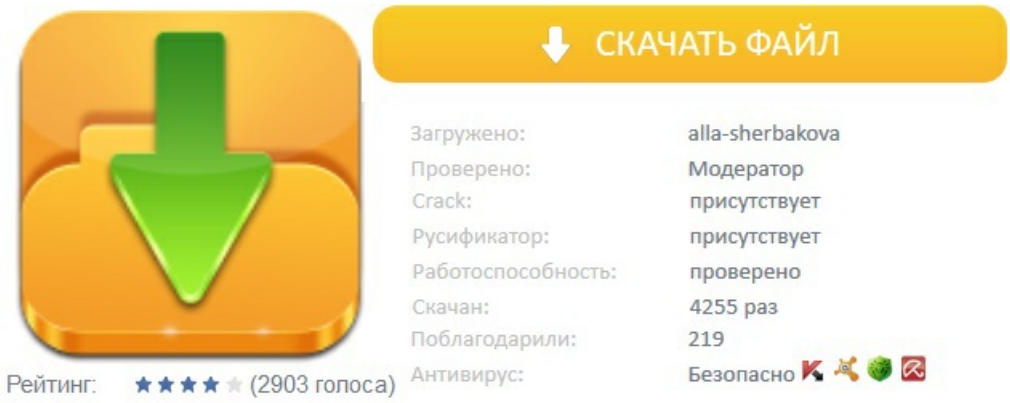образец заполнения приходника для ооо