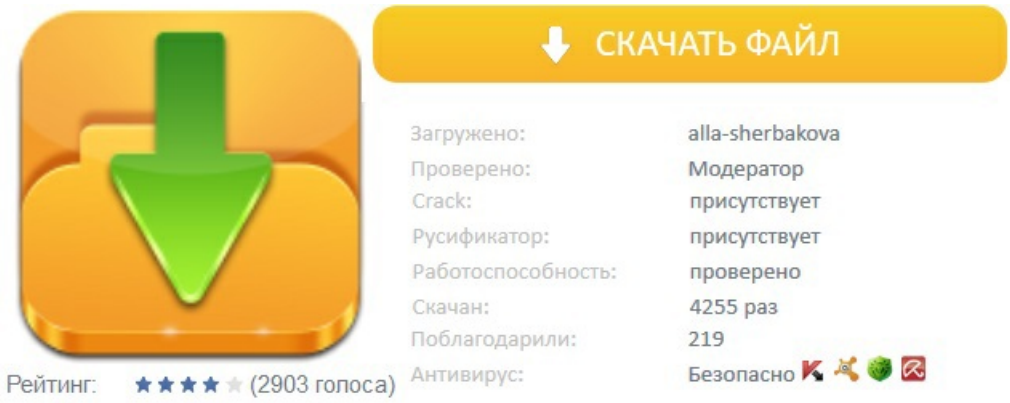купля продажа бланк распечатать