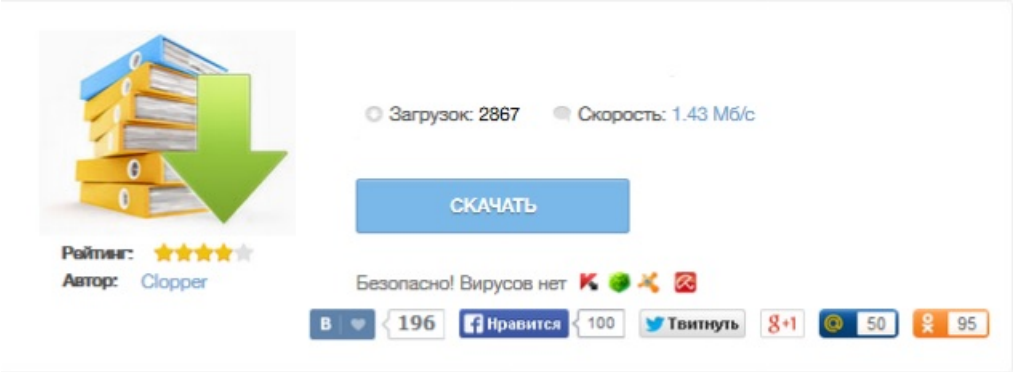купля продажа машины бланк 2016