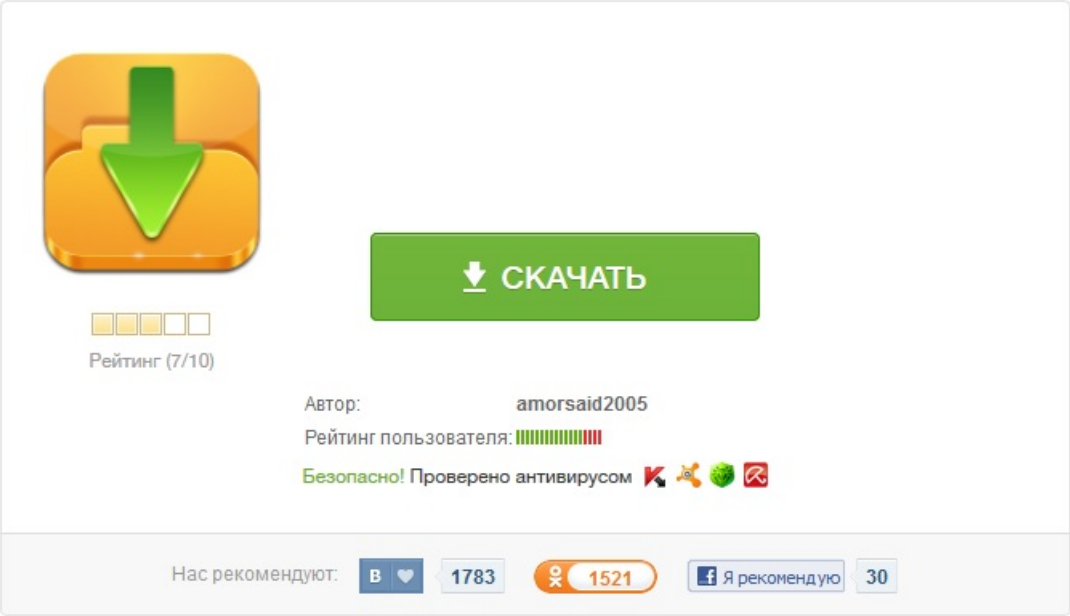опись вложений в письмо бланк в excel