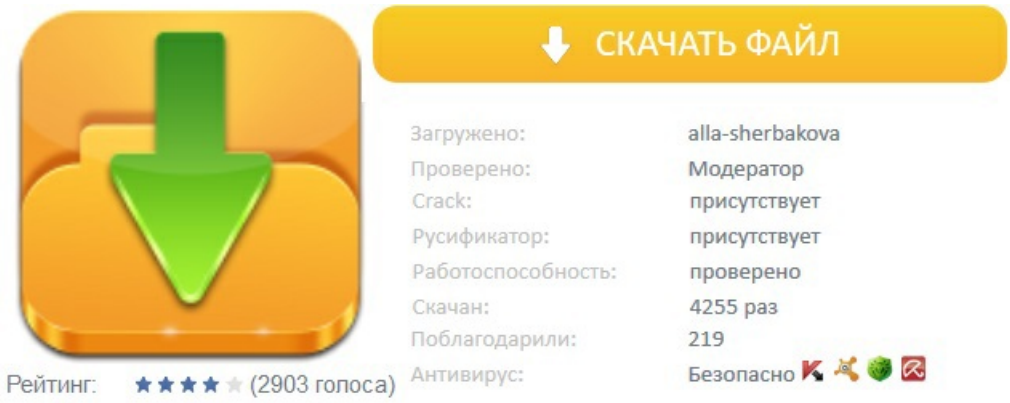бланк отправки посылки новая почта