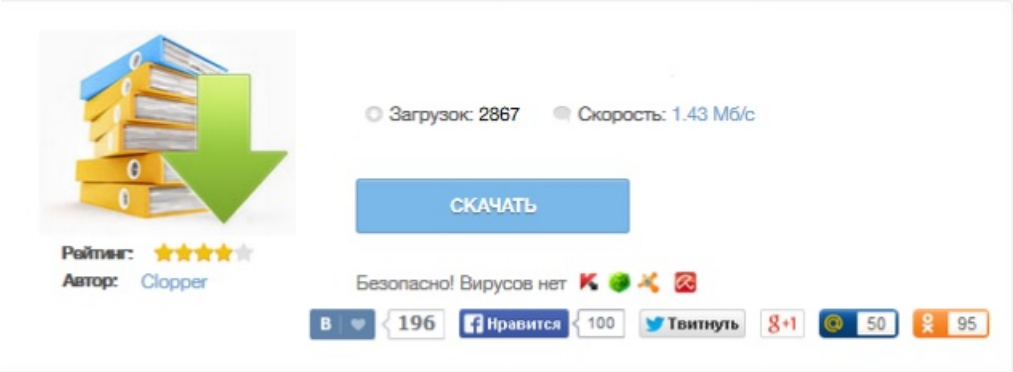бланк трудовой книжки цена москва