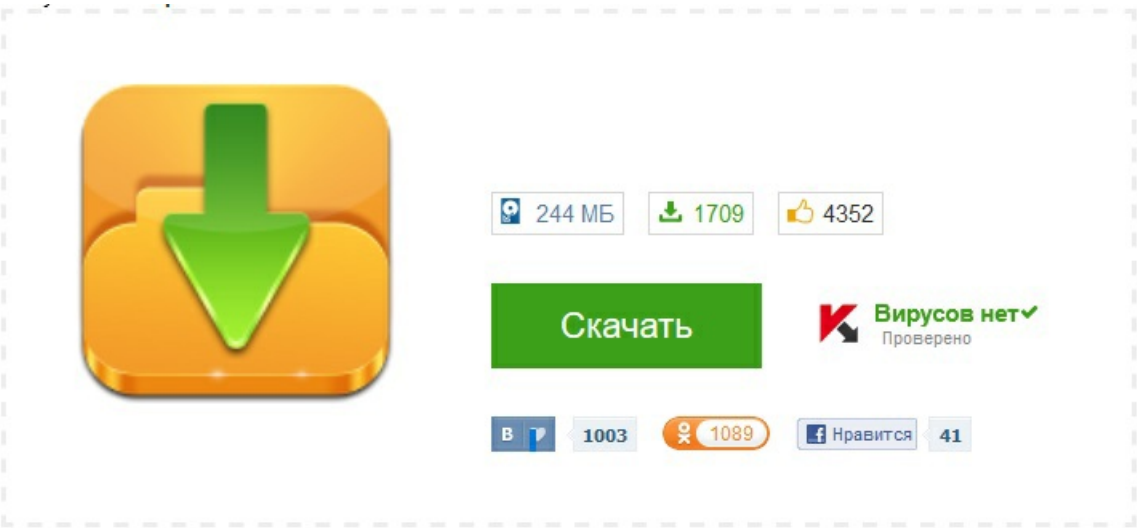бланк заказа банкета образец