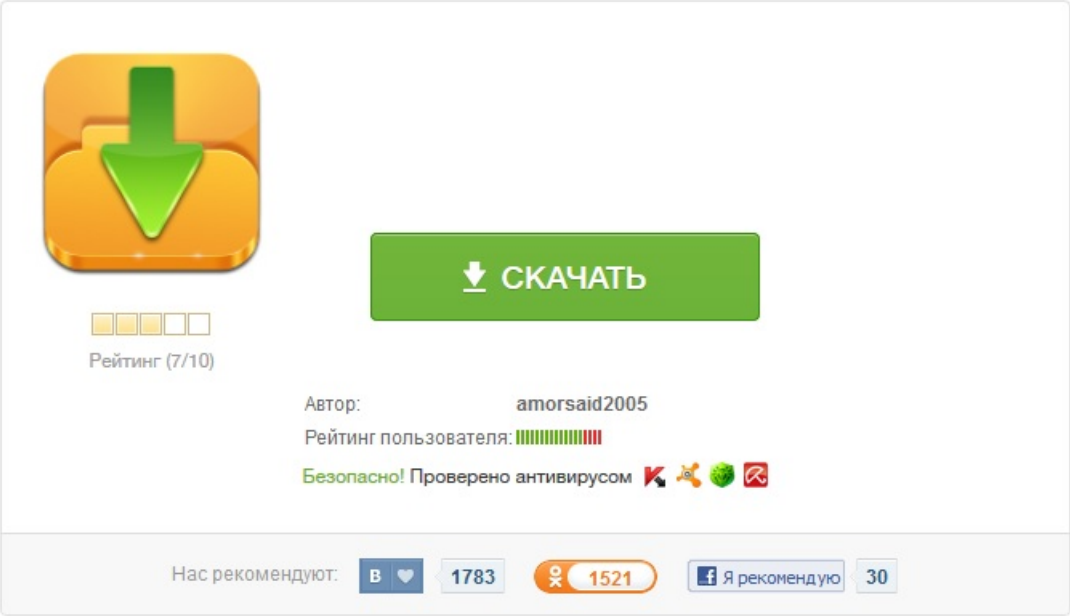зп образование бланк скачать бесплатно