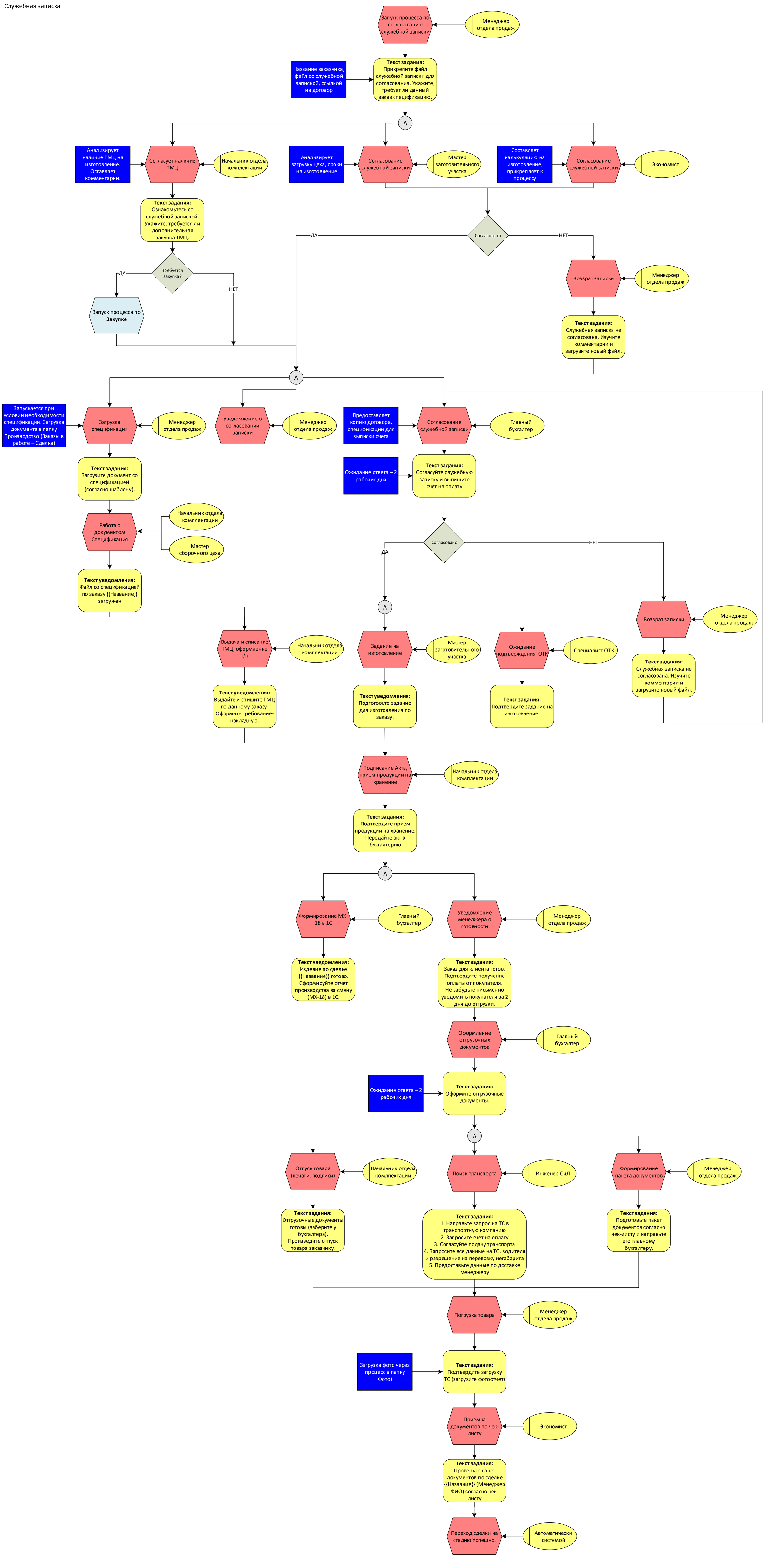Служебная записка