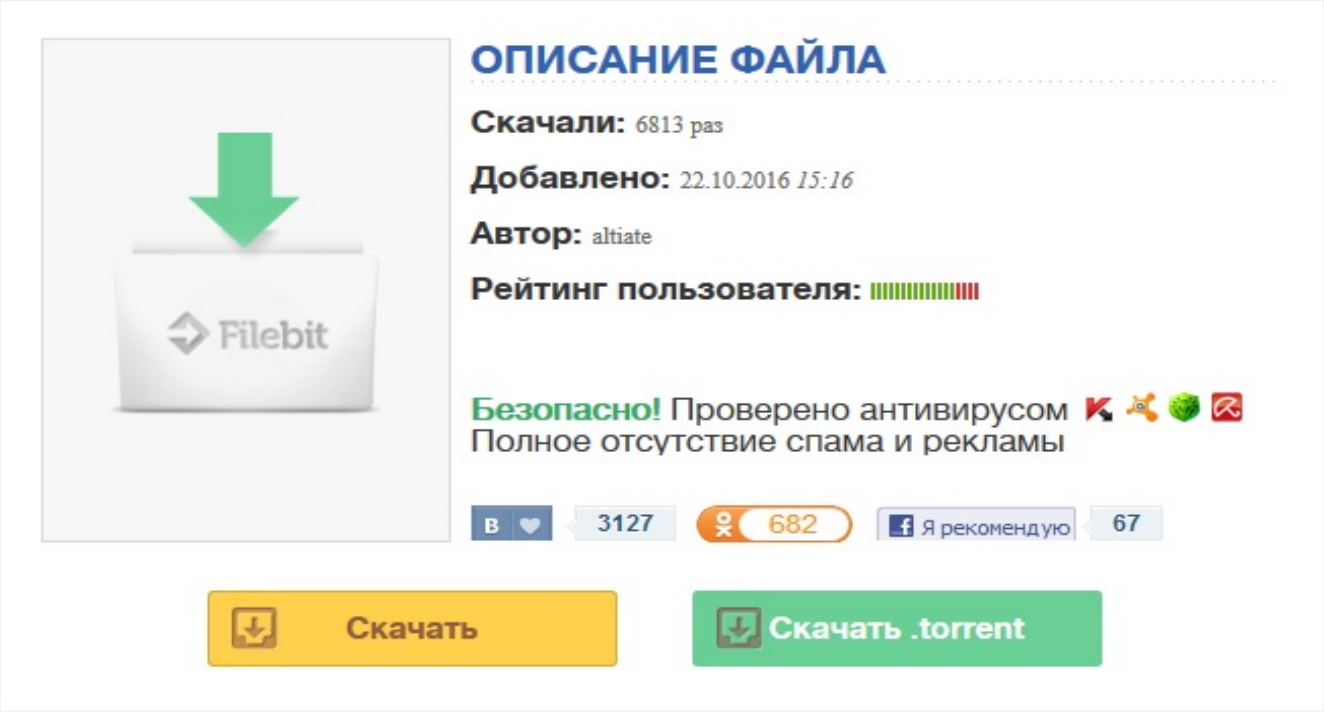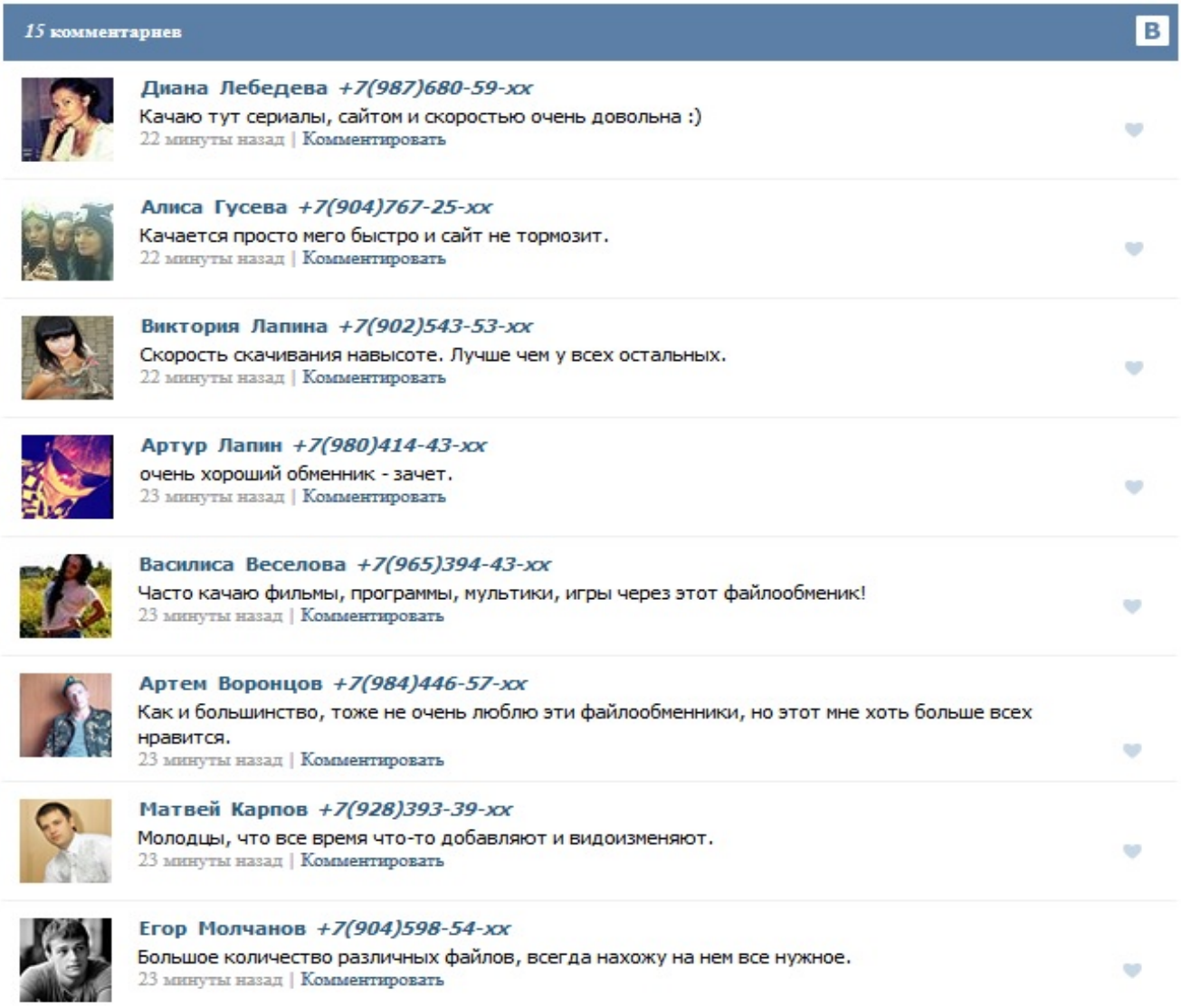образец соглашения