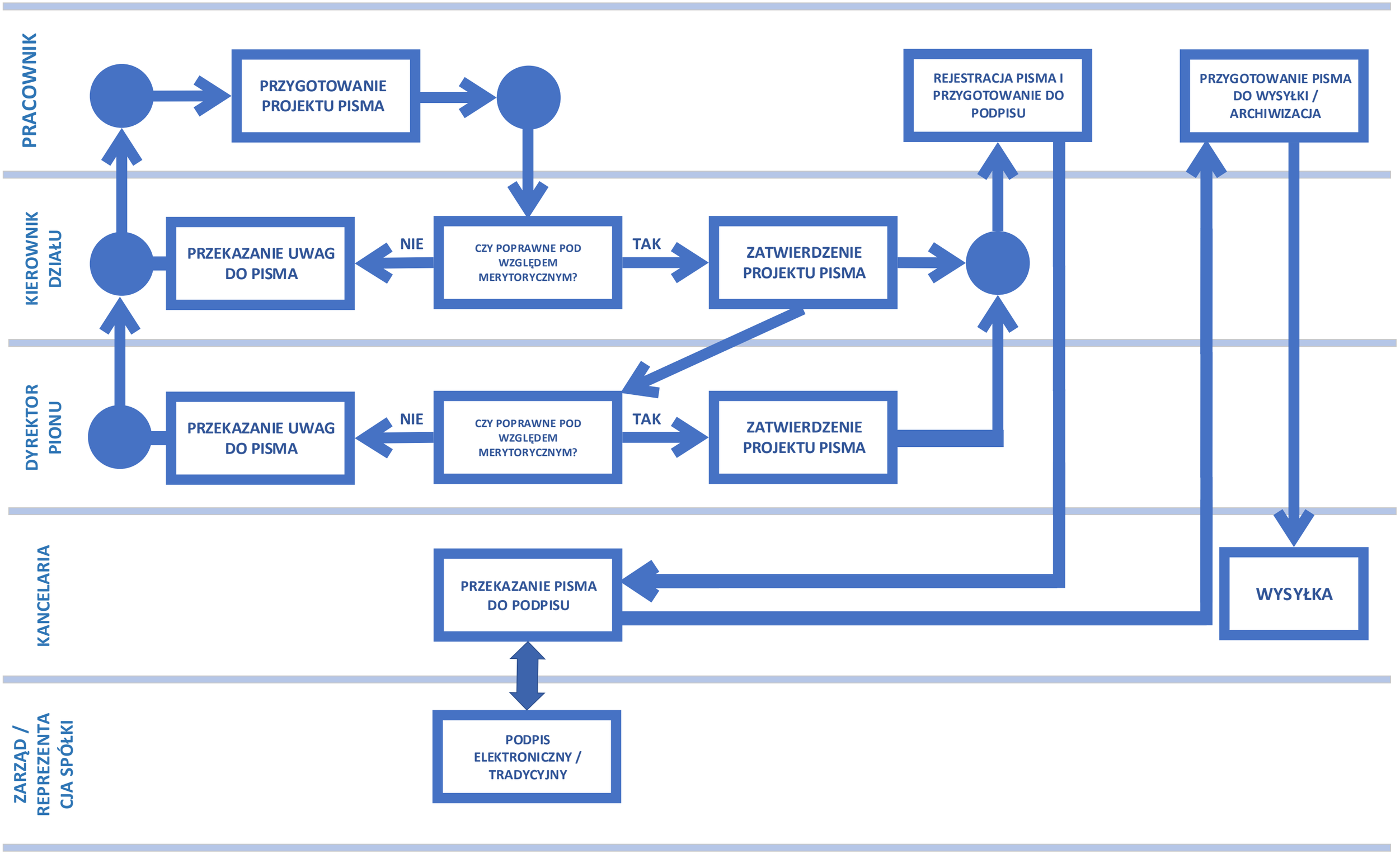SCHEMAT PROCESU OBIEGU KORESPONDENCJI WYCHODZĄCEJ