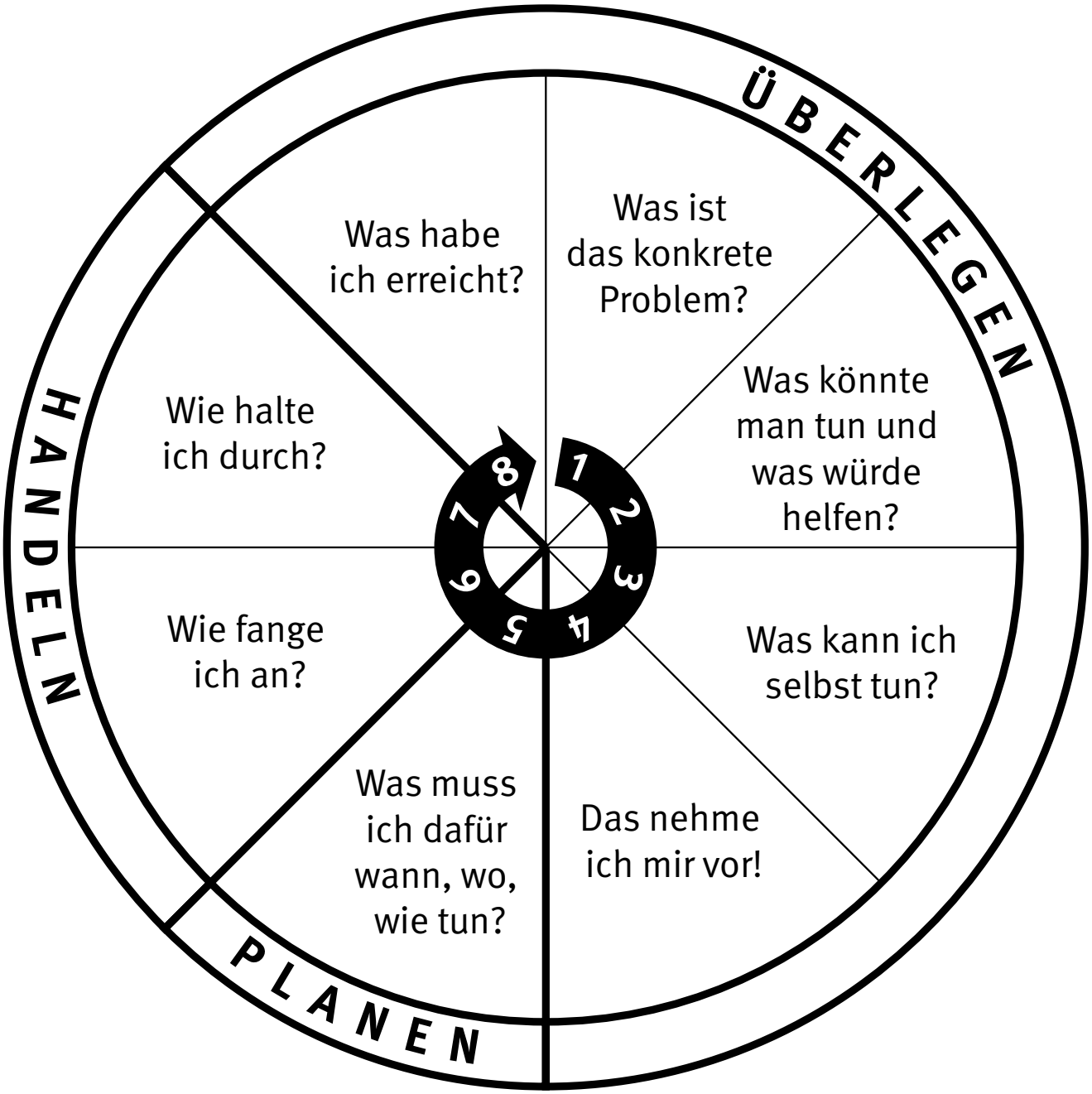Kopiervorlage