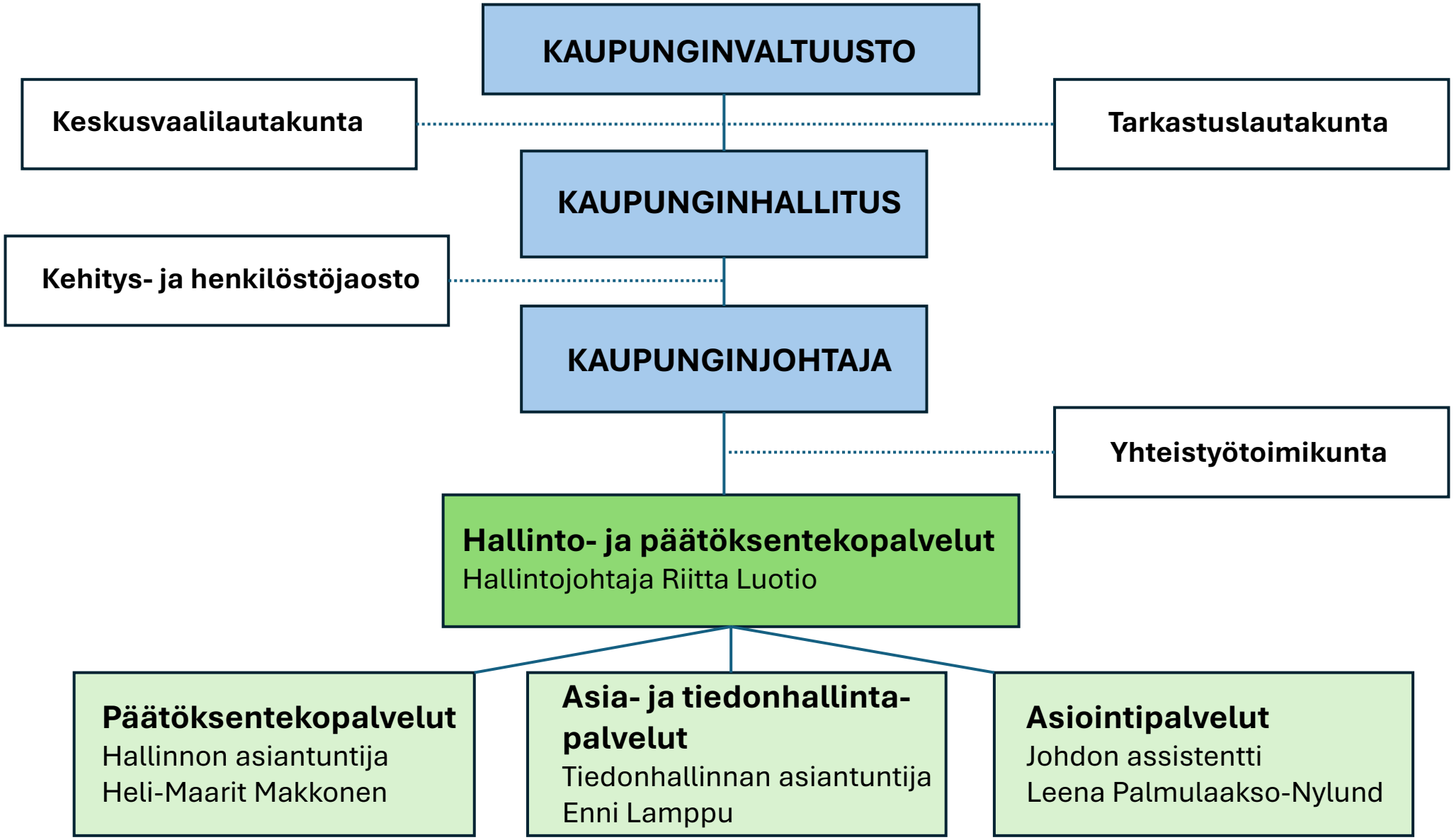HALLINTO- JA PÄÄTÖKSENTEKOPALVELUT 2025