



INSTRUCTION FOR PREPARING AND DESIGNING INTRASTAT PAPER FORMS

The paper form for dispatch and arrival must be **completely adapted** to regular paper form for dispatch and arrival which are published on the Intrastat website (<http://www.stat.si/intrastat.asp>).

By designing and printing of the paper form for dispatch and arrival we suggest that you use the following settings:

1. by page setup it must be assured that the external edges (top, bottom, on the left and on the right) are adjusted to 10 mm;
2. the font type and size should be ARIAL 10;
3. the text in the fields should be centered;
4. numerical values in the fields shouldn't be written in accounting format, for example 1.000.000,00, but as decimal numbers without punctuation marks for the thousand, for example 1000000,00.

For additional information contact the Customs Office of Nova Gorica (Department of Intrastat), phone number +386 5 297 67 00.